

## **Privacy Notice (How we use your information)**

### **Sport & Physical Activity Development Team - Training and Volunteering Programme**

The SPADT Training and volunteer programme trains professionals and volunteers in leadership skills so they can take the training back and deliver within their own environment. For example Care Home staff may attend our Moving More Often (MMO) Training and learn how to deliver seated movement and dance which they will take back to their care home and run a regular session for their residents. We also support Walk leaders and Moving More Often volunteers who deliver on our behalf.

**The categories of information that we collect, process, hold and share include:**

- Personal information:  
Name, date of birth, telephone number, email address, date of birth, photograph (for ID cards)
- Characteristics:  
Gender, ethnicity and disability

### **Why we collect and hold this information**

We use this personal data in order to:

- Provide you with the necessary tools to become a physical activity leader
- Provide you with the support you need to deliver safe, effective sessions
- Enable us to contact you if there are changes to the course programme and/or further training, celebration events and volunteer opportunities.
- Share contact details project leads and volunteers in case of cancelled sessions or when cover is required.
- Assess the quality of our services;
- Evaluate and improve our performance;
- Derive statistics which inform decisions about future delivery of services.

## **The lawful basis on which we use this information**

Under Article 6 GDPR, the legal basis to collect this information is with consent which is agreed when enrolling as a volunteer/training participant.

The condition that we gather special category data is through you giving us explicit consent as per Article 9 (2) of the GDPR.

## **Storing this information**

Information stored on a password protected database or in a locked filing cabinet. Once paper versions have been scanned they are immediately and appropriately destroyed.

On an annual basis we will check whether volunteers are still active through the database. If they have not been active for 12 months we will delete them from our system.

## **Who we share this information with**

We routinely share this information with:

- Other services within Kirklees Council specifically the Physical Activity Interventions Team.
- The Ramblers - Walking for Health Programme but this is only walk leader information about training to enable them to be covered by their insurance.

## **Why we share this information**

- Joint delivery of the MMO programme with the Physical Activity Interventions Team
- The Walking for Health Programme is delivered by Kirklees Council on behalf of Ramblers Walking for Health. We collect the information so that Leaders are given national updates from Ramblers Walking for Health.

## **Further information**

If you would like further information about how we manage your data, please see the privacy notice for Kirklees Council at

<http://www.kirklees.gov.uk/beta/information-and-data/how-we-use-your-data.aspx>

If you would like further information about this privacy notice, please contact: Claire Howe, Operations Manager, Sport & Physical Activity Development Team)

[Claire.howe@kirklees.gov.uk](mailto:Claire.howe@kirklees.gov.uk) / 01484 221000

If you have any worries or questions about how your personal data is handled, please contact the Data Protection Officer at [DPO@kirklees.gov.uk](mailto:DPO@kirklees.gov.uk) or by ringing 01484 221000.