

UNITED BY 2022 LEGACY CHARITY PRIVACY NOTICE

1. PURPOSE

United by 2022 Legacy Charity (“UB22”, “we”, “us”, or “our”) is committed to respecting your privacy and safeguarding your personal data. When you give us information about you, we are responsible for looking after that information and for telling you what we do with your personal data. The purpose of this Notice is to set out how and why we process your personal data, and what to expect from us. This Privacy Notice, sets out more information about what we do with your personal data.

2. HOW TO CONTACT US

For any questions or issues in relation to this Privacy Notice, please write to our Data Protection Officer at:

Data Protection Officer,

United By 2022 Legacy Charity
Two Snowhill
Birmingham
B4 6WR

Email: info@unitedby2022.com

3. WHAT INFORMATION DO WE COLLECT?

If you access our website, sign up for any of our programmes, sign up for our information and marketing channels, participate in any of our programmes or contact us via email or letter, we will process the following personal data and sensitive personal data.

Identity and EDI Data	Includes first name, last name, date of birth, Health and Accessibility Data, sexual orientation, preferred pronouns, gender, age, address, Identification Document (document type, number, date of issue and expiry, issuing country and photograph. This may include a scan or photocopy of the document), and racial or ethnic origin
Image Data	Includes photographs, video footage and audio recordings.
Profile Data	Your location and details of your participation in our projects, including location and nature of participation
Health and Accessibility Data	Includes accessibility and medical information and requirements (including if a chaperone, carer, guide, or assistance dog is required), details of any disabilities, dietary requirements or allergies.
Contact Data	Includes residential address, and delivery and/or business address, email address, and telephone numbers, emergency contact information (if you provide us with information about

	other individuals (e.g. your next of kin), you confirm that you have informed the relevant individuals accordingly)
Skills and Experience Data	Includes sport skills and experience, general skills and experience, medical and first aid qualifications, professional membership and registration details, qualification certificates and language skills
Driving History Data	Includes drivers licence number, expiry date, issuing country, years of driving experience, driving categories, driving penalties and disqualifications
Availability Data	Includes whether you are employed full or part time, not in education, training or employment, a student or a carer. Where applicable, this may also include the name of the education or training provider you are connected with.
Uniform Sizing Data	Includes shirt size, t shirt, trouser size, height, gender
Marketing and Communications Data	Includes your preferences in receiving marketing from us and our third parties and your communication preferences.
Donation Data	Includes your name, address, amount of donation, method of payment, and (if applicable) programme or project donated to

4. HOW WE COLLECT AND RECEIVE DATA

We collect and receive personal data using different methods, including but not limited to:

Personal data you provide to us	You may give us your personal data directly. This will be the case when, for example, you contact us with enquiries, complete forms on our Site, sign up to our portal, sign up to our programmes and subscribe to receive our marketing communications or provide feedback to us.
Personal Data we generate about you	We may generate personal data as a result of the provision of our services and/or our interactions with you, and your participation or interaction in our programmes.
Personal data we collect cookies, and other similar technologies	When you access and use our Site, we will collect certain personal data. We collect this personal data by using cookies and other similar technologies.
Personal data received from third parties	From time to time, we will receive personal data about you from third parties. Such third parties may include analytics providers, data brokers, payment providers and third parties that provide technical services to us so that we can operate our Site and provide our Services. We may also have received

	your details from your previous sign up for activities in the region.
Publicly available personal data	From time to time we may collect personal data about you (Contact Data) from publicly available sources (including open source data sets), media reports or that you or a third party may otherwise make publicly available (for example through speeches at events or publishing articles or other news stories).
Payment data	If you make a donation to us, we may receive information from any donation platforms, portals or our bank

5. WHO WE COLLECT DATA ABOUT

We collect and process data from the following people:

Participants	If you are involved in volunteering activities or participate in one of our events we may process personal data about you in connection with your participation. You may be provided with a separate privacy notice in relation to this data processing activity.
Website visitors	If you browse our website, contact us with an enquiry through our website, submit a complaint through our website, sign up for any of our programmes, sign up for our portal or use any Services available on our website, we will collect and process your personal data in connection with your interaction with us and our website.
Visitors to our offices or operating facilities	If you attend our offices or operations facilities, we may process personal data that you volunteer in connection with your visit and any enquiries you make. For example, you may volunteer personal data when signing in as a guest. CCTV footage may also be collected for security purposes.
Event Attendees	If you attend one of our events, we will process personal data about you in connection with your attendance at the event. For example, we may ask you to complete a registration or feedback form, or other documents relating to the event.
Personnel that work for our clients, partners and suppliers (including subcontractors and personnel who work for us as freelancers or contractors)	<p>If you (or your organisation) are:</p> <ul style="list-style-type: none"> a) in receipt of services from us; b) supply products or services to us; or c) otherwise partner with us. <p>We may collect and process your personal data in connection with our provision of those services to you, our receipt of those products and services from you and/or our partnership. This</p>

	may include personal data included in any email or telephone communications or recorded on any document relating to an order for the products or services, such as your Contact Data.
Job applicants	If you apply for a job with us whether through our Site or otherwise, we will collect and process your personal data in connection with your application.
Trustees	If you are a trustee of UB22, we will process your personal data in relation to your involvement and duties as a trustee

6. **HOW IS PROCESSING YOUR INFORMATION LAWFUL?**

We are allowed to process your personal data for the following reasons and on the following legal bases:

Type of Data	Purpose	Lawful basis for processing
Identity and EDI Data	<p>UB22 and our funder or partner organisations will want to capture important identity data to measure and evaluate the reach and impact of our work. The data will be used to map areas of which we have been active in the West Midlands as well as capturing insight into the protected characteristics of participants and attendees in our programmes and events.</p> <p>Inclusion is important to us and we want to ensure that the participant pool is diverse and representative of the West Midlands. To that end we will use the relevant data to encourage participation from underrepresented groups. This data will not at any point form any part of the selection criteria against individuals.</p> <p>For some of our programmes, a security and accreditation (meaning approval) check may be required. This may include mandatory disclosures to third parties and government bodies in order to provide access to some of our services and</p>	<p>Explicit Consent: via use of a 'tick box' or adding additional information manually;</p> <p>Otherwise necessary to comply with a legal or regulatory obligation for statutory or government purposes or to exercise a protective function for reasons of substantial public interest.</p> <p>Equality of opportunity and treatment for reasons of substantial public interest.</p> <p>To fulfil contractual obligations with funders and partner organisations.</p>

	<p>programmes. We will use your Identity and EDI data to complete these security and accreditation checks.</p>	
Image Data	<p>To record progress and delivery of our events, projects and programmes.</p> <p>To use in publicity and social media.</p> <p>To report to our funders, delivery partners and stake holders.</p> <p>To use in monitoring and evaluation of our events, projects and programmes.</p>	<p>Explicit Consent: participating in or attending our projects, programmes or events where notice has been given that recording, photography and video imaging will be in use.</p>
Profile Data	<p>For account/application queries, and to allow participants access to their accounts.</p> <p>To establish and accommodate preferences when taking part in programmes or attending events, including reasonable adaptations for protected characteristics.</p> <p>For analysing and reporting on involvement of partner organisations, including welfare and suitability of programme participants.</p>	<p>We need the ability to provide you with support to participate in our programmes and activities and to give you a quality experience by working closely with partner organisation.</p>
Health and Accessibility Data	<p>To ensure we treat everyone equally and fairly and support your needs.</p> <p>To safeguard your welfare and make reasonable adaptations for temporary or permanent health conditions.</p> <p>To ensure that a chaperone, guide or carer is able to support your participation in our programmes or events.</p>	<p>Equality of opportunity and treatment for reasons of substantial public interest;</p> <p>Made public by you: you may provide us with information about specific requirements we need to consider for which you tell us about your health, mental or physical conditions. When you provide us with this information we consider that you are making this information manifestly public to our organisation and we will use this information on this basis, but <u>only</u></p>

		for the purposes of supporting your needs.
Contact Data	<p>For communicating with you about wider UB22 opportunities through our programmes.</p> <p>We may pass your Contact Data to third party organisations with whom we have partnered or aligned to create additional services and opportunities. We may also pass your Contact Data to our funders for monitoring and evaluation purposes and to fulfil our contractual obligations with funders and partner organisations.</p>	Legitimate Interest: We need to process this data to be able to communicate with you throughout your participation in our events and programmes.
Skills and Experience Data	<p>As well as sharing this information with our partners for mapping and identifying suitability for participation within our programmes, we may also use this data for further supporting, signposting and offering additional opportunities with UB22, our partners or across the region.</p> <p>To allow you to provide your specific skills or experience at our events, to see that you are adequately qualified or trained for specialist roles and to ensure that any requirements for specialist experience is met.</p>	Legitimate Interests: we need to process this personal data to facilitate the provision of your skills and experience and signpost to wider opportunities with UB22 or across the West Midlands.
Availability Data	<p>As well as sharing this information with our partners for mapping and identifying suitability for participation within our programmes, we may also use this data for further supporting, signposting and offering additional opportunities with UB22, our partners or across the region.</p>	Legitimate Interests: we need to process this personal data to facilitate the provision of your skills and experience and signpost to wider opportunities with UB22 or across the West Midlands.
Driving History Data	<p>To allow you to provide your specific skills or experience at our events, to see that you are adequately qualified or trained for</p>	Legitimate Interests: we need to process this personal data to

	specialist roles and to ensure that any requirements for specialist experience is met.	facilitate the provision of your skills and experience.
Uniform sizing data	To allow us to provide you with a uniform for programmes and events that require this. To allow us to provide you with Health and Safety equipment that is suitable for your needs.	Legitimate Interests: we need to process this personal data to facilitate the participation in our programmes. To comply with statutory Health and Safety obligations.
Marketing and Communications Data	To share relevant opportunities from the wider UB22 legacy programme and its partners and relevant communications about forthcoming events and opportunities	Explicit consent via use of a 'tick box'
Donation Data	To monitor donations and the success of fundraising campaigns. Where applicable, to thank donors keep donors up to date on the progress of projects and programmes that are being funded by donations. Where applicable, for legal and accounting purposes. With the permission of donors, for marketing and publicity purposes.	To comply with statutory organisations. To monitor effectiveness of fundraising campaigns. To keep donors informed of where their money is going.

Where we have relied on 'legitimate interests' i.e. we have good, sensible, practical reasons for processing your personal data which is in the interests of United by 2022, we have considered the impact on your interests and rights, and have placed appropriate safeguards to ensure that the intrusion on your privacy is reduced as much as possible.

7. HOW LONG DO WE KEEP YOUR PERSONAL DATA?

We will keep your personal data for as long as we reasonably require to conclude your participation in our programmes or events, or to the extent we rely on consent, until you expressly withdraw your consent for us to process your personal data. We will then ensure your personal data is deleted.

8. WHO WILL HAVE ACCESS TO YOUR PERSONAL INFORMATION?

In order to ensure the effective delivery, monitoring and evaluation of our projects and programmes, we may need to share your personal data with the third-party organisations. When we share personal data with others, we put contractual arrangements and security mechanisms in place to protect the personal data shared, including to ensure where applicable that the third parties do not use the personal data for their own purposes, and to comply with our data protection, confidentiality and security standards and obligations.

When you submit an application, expression of interest or enquiry to us, you are agreeing that our partner organisations can contact you.

Your data will only be shared with UB22, its partners and the third-party organisations that are necessary for the funding, delivery, monitoring and evaluation of our programmes and projects.

9. TRANSFERS OF YOUR PERSONAL DATA

UB22 is located in the United Kingdom, therefore, when you submit personal data to us, your personal data is likely only to be processed within the UK.

In the unlikely event that your personal data is transferred outside of the UK, you should know that some countries do not have the same data protection laws as the UK and the EEA. In particular, non-EEA countries may not provide the same degree of protection for your personal data, may not give you the same rights in relation to your personal data and may not have a data protection supervisory authority to help you if you have any concerns about the processing of your personal data. However, when transferring your personal data to countries outside of the UK or the EEA, we will comply with our legal and regulatory obligations in relation to your personal data, including having a lawful basis for transferring personal data and putting appropriate safeguards in place to ensure an adequate level of protection for the personal data.

We will take reasonable steps to ensure the security of your personal data in accordance with applicable data protection laws. For more information click [here](#).

When transferring your personal data to countries outside the UK or the EEA, we will ensure that, where required by applicable law, at least one of the following safeguards is implemented:

- Adequacy decisions: We will only transfer your personal data to countries that have been deemed to provide an adequate level of protection for personal data by the European Commission and the UK Government.

For further details, see https://ec.europa.eu/info/law/law-topic/data-protection/data-transfers-outside-eu/adequacy-protection-personal-data-non-eu-countries_en. and International transfers after the UK exit from the EU Implementation Period | ICO

- Model clauses: Where we use certain service providers, we may use specific clauses approved by the European Commission and UK Government which give personal data the same protection it has in Europe and the UK.

For further details, see https://ec.europa.eu/info/law/law-topic/data-protection/data-transfers-outside-eu/model-contracts-transfer-personal-data-third-countries_en. and <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/international-data-transfer-agreement-and-guidance/>

Please contact us using the contact details set out in the “How to Contact Us” section above if you would like further information on the specific mechanisms used by us when transferring your personal data to countries outside the UK or the EEA.

10. HOW TO ACCESS YOUR INFORMATION AND YOUR OTHER RIGHTS

You have the following rights in relation to the personal data we hold about you. If you would like to exercise any of these rights, please contact us using the methods set out in section 2 above. Please note that some of these rights are subject to certain exemptions and limitations.

Your right of access	If you ask us, we will confirm whether we are processing your personal data and, if so, provide you with a copy of that personal data (along with certain other details). If you require additional copies, we may charge a reasonable fee for producing those additional copies.
Your right to rectification	If the personal data we hold about you is inaccurate or incomplete, you are entitled to have it rectified. If we have shared your personal data with others, we'll let them know about the rectification where possible. If you ask us, where possible and lawful to do so, we will also tell you who we've shared your personal data with so that you can contact them directly.
Your right to erasure	You can ask us to delete or remove your personal data in some circumstances, such as where we no longer need it or where you withdraw your consent (where applicable). If we have shared your personal data with others, we will let them know about the erasure where possible. If you ask us, where it is possible and lawful for us to do so, we will also tell you who we have shared your personal data with so that you can contact them directly.
Your right to restrict processing	You can ask us to 'block' or suppress the processing of your personal data in certain circumstances such as where you contest the accuracy of that personal data or you object to us processing it for a particular purpose. This may not mean that we will stop storing your personal data but, where we do keep it, we will tell you if we remove any restriction that we have placed on your personal data to stop us processing it further. If we've shared your personal data with others, we'll let them know about the restriction where it is possible for us to do so. If you ask us, where it is possible and lawful for us to do so, we'll also tell you who we've shared your personal data with so that you can contact them directly.
Your right to data portability	You have the right, in certain circumstances, to obtain personal data you have provided to us (in a structured, commonly used and machine readable format) and to reuse it elsewhere or to ask us to transfer it to a third party of your choice.
Your right to object	You can ask us to stop processing your personal data, and we will do so, if we are:

	<ul style="list-style-type: none"> relying on our own or someone else’s legitimate interest to process your personal data, except if we can demonstrate compelling legal grounds for the processing; or processing your personal data for the purposes of direct marketing.
Your rights in relation to automated decision-making and profiling	You have the right not to be subject to a decision when it is based on automatic processing, including profiling, if it produces a legal effect or similarly significantly affects you, unless such profiling is necessary for the entering into, or the performance of, a contract between you and us.
Your right to withdraw consent	If we rely on your consent (or explicit consent) as our legal basis for processing your personal data, you have the right to withdraw that consent at any time. You can exercise your right of withdrawal by contacting us using our contact details in the “How to Contact Us” section above or by using any other opt-out mechanism we may provide, such as an unsubscribe link in an email.
Your right to lodge a complaint with the supervisory authority	If you have a concern about any aspect of our privacy practices, including the way we have handled your personal data, please contact us using the contact details provided in the “How to Contact Us” section above. You can also report any issues or concerns to the UK supervisory authority which is the Information Commissioner https://ico.org.uk

11. CHANGES AND UPDATES TO THIS PRIVACY NOTICE

To ensure that you are always aware of how we use your personal data, we will update this Privacy Notice from time to time to reflect any changes or proposed changes to our use of your personal data. We may also make changes to comply with changes in applicable law or regulatory requirements.

We will bring any significant changes to your attention by updating this information and making it available on our website. To make sure that you keep up to date, we suggest that you revisit this notice from time to time. In addition, we will examine whether in individual cases there is an obligation to provide other notification in the event of any changes to this information and in this case, we will comply with the existing notification obligation. However, we encourage you to review this Privacy Notice periodically to be informed of how we use your personal data.