Active Surrey is the Active Partnership for Surrey, hosted by Surrey County Council. This privacy notice explains how we handle any personal information we collect when you book onto a Sports Workshop facilitated by Active Surrey.

**Information we collect**

We will collect information about you (your personal data) and any other person you book (their personal data) when you complete a booking form for any sports workshop. This is collected through an online booking form or made directly with an Active Surrey Officer.

This personal data is captured and held on e-Suite booking forms and then held on secure servers run and protected by Active Surrey’s hosting organisation, Surrey County Council.

General website usage information is collected using cookies. For more information regarding cookies, please see our cookie policy - [http://www.activesurrey.com/cookie-policy](http://www.activesurrey.com/cookie-policy)

**Our legal basis for processing your data**

We collect your personal data or that of the person you are making a booking on behalf of, in order to administer the sports workshop programme.

This includes the following:

- Name
- Email address
- Home address
- Contact telephone number
- Ethnicity
- Age Group
- Disability status
- Your main sport
- The name of your club/school/organisation
- The borough/district where you live/work or attend a club

By making a booking onto a sports workshop you have given consent to the processing of your personal data for that purpose.

By proceeding with a booking on behalf of someone else, you confirm that you have received permission from that person to pass their details to us.

**How we use the information we hold**

We will hold your personal data for the time specified below. Your attendance at a workshop will be recorded and then anonymised for the purposes of monitoring and evaluation. After the stated length of time, all your personal, identifiable data will be deleted.
Depending on which workshop you attend, we share your name, contact telephone number and email address with the following organisations for the purposes of issuing certificates. Click on the links to view the organisations’ Privacy Notice:

- Safeguarding & Protecting Children – [UK Coaching](#)
- First Aid for Sport – [Myosotis](#)
- Time to Listen – [NSPCC tutor](#)
- Other courses as appropriate – see organisation’s websites for their Privacy Notices

In addition, your name and contact telephone is shared with the following organisations and their representatives for the purposes of workshop registration:

- Borough/District Council – refer to relevant website for their Privacy Notice
- Workshop venue – refer to relevant website for their Privacy Notice

**How long we hold the information you provide**

Your contact details will be stored on secure servers run and protected by Active Surrey’s hosting organisation, Surrey County Council for no longer than **eight months** from the date of making your booking. After this time, **all your personal data will be deleted**. Active Surrey do not store any payment card information you provide. You input your information into Worldpay who process our payment. Please see the [Worldpay Privacy Notice](#) to understand how they process your information.

**Access to your information and correction**

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal data, please email active.surrey@surreycc.gov.uk, with the subject title ‘**Data Access Request – Sports Workshops**’ referencing the workshop you attended.

We want to make sure that your details are accurate and up to date, so you may ask us to correct or remove information that you think is inaccurate.

If you are dissatisfied with our response or have a more detailed query please contact Surrey County Council’s Data Protection Officer via corporateig@surreycc.gov.uk

**Other websites**

Our website contains links to other websites. This privacy policy only applies to the Sports Workshops and Active Surrey’s use of your data. When you visit other sites you should read their own privacy notices. You may wish to view the privacy notices of the other organisations, links to which can be found on this site.

**How to contact us**

Please contact us at active.surrey@surreycc.gov.uk if you have initial questions about this policy, ensuring you flag that you are enquiring about the Sports Workshops.

For more detailed queries or questions relating to legislation surrounding the wider use of any data you provide, please contact Surrey County Council’s Data Protection Officer via corporateig@surreycc.gov.uk.