



**YOUTH  
SPORT  
TRUST**



**YOUTH  
SPORT  
DIRECT**



**YOUTH SPORT TRUST  
INTERNATIONAL**

## **PRIVACY NOTICE – INTERNAL**

### **For Candidates, Employees, Workers and Board Directors**

We are committed to respecting your privacy. This notice is to explain how we may use personal information we collect before, during and after your working relationship with us. This notice explains how we comply with the law on data protection and what your rights are. For the purposes of data protection, we will be the controller of any of your personal information.

This notice applies to candidates, our current and former employees, workers, and Board Directors. This notice does not form part of any contract of employment or other contract to provide services.

References to **we**, **our** or **us** in this privacy notice are to the group of organisations below (“the Group”):

- **Youth Sport Trust (YST)** incorporated and registered in England and Wales with company number 4180163 and charity number 1086915, whose office is at SportPark, 3 Oakwood Drive, Loughborough, Leicestershire LE11 3QF. YST is registered with the Information Commissioner’s Office as a Data Controller – registration number Z7022336.
- **Youth Sport Direct Limited (YSD)** (wholly owned trading subsidiary of Youth Sport Trust) incorporated and registered in England and Wales with company number 3289889, whose office is at SportPark, 3 Oakwood Drive, Loughborough, Leicestershire LE11 3QF. YSD is registered with the Information Commissioner’s Office as a Data Controller – registration number **Z9369568**.
- **Youth Sport Trust International (YSTi)**, registered in England and Wales as The Youth Sport UK Charitable Trust, with charity number 1040320, whose office is at SportPark, 3 Oakwood Drive, Loughborough, Leicestershire LE11 3QF. YSTi is registered with the Information Commissioner’s Office as a Data Controller – registration number **Z9402507**.

We have not appointed a Data Protection Officer to oversee our compliance with data protection laws as we not required to do so, but our Head of Compliance and Governance has overall responsibility for data protection compliance across the group. Contact details are set out in the "Contacting us" section at the end of this privacy notice.

## 1. PERSONAL INFORMATION

When you interact with us in relation to job applications or your work with us, you may provide us with or we may obtain **personal information** about you, such as information regarding your:

- Personal contact details that allow us to contact you directly, such as name, title, addresses, telephone numbers and email addresses;
- Specific details, such as gender, marital status, date of birth, kit size, preferences (including charity donations);
- Contact details of others, such as referee details, next of kin, beneficiaries, details of emergency contacts;
- Financial details, such as salary, expenses, national insurance number, bank accounts, payroll, tax status and other tax or governmental identifiers, and loans that you have made to us or we have made to you;
- Employment records, such as start and leaving date, location of employment or workplace, attendance history, working hours, annual, maternity, parental and compassionate leave, and compensation history;
- Benefit details, such as pension and benefit entitlement;
- Experience and training details, such as job titles, work history, training records, professional memberships, education and professional records/qualifications;
- Performance details, including that generated through our appraisal systems and disciplinary and grievance information;
- Driving related details, such as driving licence, insurance documents, vehicle details, driving records and assessments;
- Identification documents and information such as passport, utility bills, identity cards, signature etc;
- Health and safety details, such as details of any home-working assessment
- Recruitment details (including copies of right to work documentation, past employment history, references and other information included in a CV or cover letter or as part of the application process);
- Declaration of interests;
- Information obtained through electronic means such as swipe card;
- Use of our information and communications systems, including the computers and fixed and mobile phones that we allow you to use, passwords, personal identification numbers, IP addresses, user names and other IT system identifying information;
- Images in video and/or photographic form and voice recordings; and
- Records of enquiries and other correspondence with you.

## 2. SPECIAL CATEGORIES OF PERSONAL INFORMATION

We may also collect, store and use the following “**special categories**” of more sensitive personal information regarding you:

- Sensitive information about your race or ethnicity, religious beliefs, sexual orientation and gender identity;
- Information about your health, including any disabilities, medical condition, health and sickness records, medical records and health professional information;

We may not collect all of the above types of special category information about you. In relation to the special category personal data that we do process we do so on the basis that:

- The processing is necessary for reasons of substantial public interest, on a lawful basis;
- It is necessary for the establishment, exercise or defence of legal claims;
- It is necessary for the purposes of carrying out the obligations and exercising our or your rights in the field of employment and social security and social protection law; or
- Based on your explicit consent.

In the table below, we refer to these as the “special category reasons for processing of your personal data”.

We may also collect criminal records information from you. For criminal records history we process it on the basis of legal obligations or based on your explicit consent.

### 3. WHERE WE COLLECT YOUR INFORMATION

We typically collect personal information about candidates, employees, workers, and Board Directors through the application and recruitment process, either directly from candidates or sometimes from an employment agency or background check provider. We may sometimes collect additional information from third parties including former employers, credit reference agencies or other background check agencies. We will also collect additional personal information in the course of job-related activities throughout the period of you working for us.

If you are providing us with details of referees, next of kin, beneficiaries and emergency contacts they have a right to know and to be aware of how what personal information we hold about them, how we collect it and how we use and may share that information. Please share this privacy notice with those of them whom you feel are sufficiently mature to understand it. They also have the same rights as set out in the “Your rights in relation to personal information” section below.

### 4. USES MADE OF YOUR PERSONAL INFORMATION

The table below describes the main purposes for which we process your personal information, the categories of your information involved and our lawful basis for being able to do this.

Purpose	Personal information used	Lawful basis
<b>Making a decision about your recruitment or appointment, managing the recruitment process and determining the terms on which you work for us</b>	Personal contact and recruitment details.	We need this information to be able to perform and administer the recruitment process  This is necessary to enter into a contract with you
<b>Checking you are legally entitled to work in the UK</b>	Personal contact details; Identification Documents; Right to work documentation	We have a legal obligation to do so
<b>Producing and maintaining records, staff directories, intranets, websites and other internal and external business documentation and materials</b>	Personal contact and specific details; contact details of others; employment records; experience/training details; images.	We have a legitimate interest to maintain up to date records and materials
<b>Paying you and, if you are an employee or worker, deducting tax and National Insurance contributions</b>	Financial details.	To be able to manage and perform our contract with you  We have a legal obligation to do so
<b>Providing benefits of employment or working, including flexible benefits and liaising with benefit providers</b>	Benefit details. Information about your health	To be able to manage and perform our contract with you  We may have a legal obligation to do so  We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above

<b>Administering the contract we have entered into with you</b>	All your personal information (excluding 'special categories')	To be able to manage and perform our contract with you
<b>Conducting performance reviews, grievance or disciplinary hearings, managing performance and determining performance requirements and making decisions about compensation and benefits,</b>	Performance details.	We have a legitimate interest to ensure that our employees are meeting their performance objectives and the business is managing and controlling the performance process effectively To be able to manage and perform our contract with you
<b>Business management and planning, including accounting and auditing, conducting our normal business operations and managing our relationship with you</b>	All your personal information (excluding 'special categories')	To be able to manage and perform our contract with you. We have a legitimate interest to run and manage our business
<b>Assessing qualifications for a particular job or task, including decisions about promotions, education, training and development requirements; and Making decisions about your continued employment or engagement or termination of our working relationship</b>	Employment records; Experience and training details; Performance details.	We may be legally obliged to do so To be able to manage and perform our contract with you We have a legitimate interest to run and manage our business and to ensure that the employees/workers we engage are suitably qualified/trained qualified and/or appropriate for their role
<b>Complying with health and safety obligations; ensuring your health and safety in the workplace; assessing your fitness to work, to provide appropriate workplace adjustments; to monitor and manage sickness absence and to administer benefits.</b>	Health and safety details; Driving related details. Information about your health	A legal obligation to comply with Health and Safety laws and to report any accidents at work. We process special category personal data on the basis of the "special category reasons for processing of your personal data" referred to in section 2 above.
<b>Ensuring good governance and dealing with legal disputes involving you, or other employees, workers, and Board Directors, including accidents at work</b>	All your personal information, including declarations of interest.	To be able to manage and perform our contract with you We have a legitimate interest to ensure that all legal claims are managed effectively
<b>For the purposes of ensuring the security of our IT systems and to facilitate the use of our IT systems and monitor usage to ensure compliance with our IT policies and external legislation.</b>	Information obtained through electronic means such as swipecard. Use of our information and communications systems.	We have a legitimate interest in ensuring our systems are secure and used in compliance with our IT policies and external legislation To be able to manage and perform our contract with you
<b>To comply with our legal obligations, for example in relation to PAYE, National Insurance, Companies House filings</b>	Financial details.	We have a legal obligation to do so
<b>To conduct data analytics studies to review and better understand employee retention and attrition rates</b>	All your personal information (excluding 'special categories')	We have a legitimate interest in order to improve as an employer

<p><b>To ensure meaningful equal opportunity monitoring and reporting.</b></p>	<p>Personal and specific details; Financial details; Employment records; Benefit details. Sensitive information</p>	<p>We may have a legal obligation to do so and we have a legitimate interest in making sure our business is a fair place to work. We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above.</p>
<p><b>For the purpose of complying with any legal or regulatory requirements and in order to determine your eligibility to undertake particular types of work.</b></p>	<p>All personal information, including ‘special categories’ of personal information. Information about your criminal convictions and offences</p>	<p>A legal obligation and a legitimate interest in complying with regulatory requirements. We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above For criminal records information we process it on the basis of legal obligations or based on your explicit consent.</p>
<p><b>Storage of records relating to you and also records relating to our business</b></p>	<p>All personal information, including ‘special categories’ of personal information</p>	<p>To be able to manage and fulfil our contract with you, we may have a legal obligation to do so and we also have a legitimate interest to keep proper records. We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above For criminal records information we process it on the basis of legal obligations or based on your explicit consent.</p>

For some of your personal information you will have a legal, contractual or other requirement or obligation for you to provide us with your personal information. If you do not provide us with the requested personal information we may not be able to engage you or we may not be able to properly perform our contract with you or comply with legal obligations, as a result we may have to terminate your engagement. For other personal information you may not be under an obligation to provide it to us, but if you do not provide it then we may not be able to properly perform our contract with you.

Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time, which you may do by contacting us as described in the "**Contacting us**" section below.

Please note however that the withdrawal of your consent will not affect any use of the data made before you withdrew your consent and we may still be entitled to hold and process the relevant personal information to the extent that we are entitled to do so on bases other than your consent. Withdrawing consent may also have the same effects as not providing the information in the first place, for example we may no longer be able to provide certain benefits to you.

## 5. **DISCLOSURE OF YOUR PERSONAL INFORMATION**

Details of how we disclose your personal information are set out below. All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information. Outside of that we do not disclose your personal information unless we are required to do so by law. We do not sell, trade or rent your personal information to others.

We may share personal information with the following parties:

- **Any party approved by you**
- **Within the Group:** YST, YSD, YSTi
- **Other service providers to our business and advisors:** for example, payroll, pension administration, benefits provision, professional advisors and administration, recruitment administration and IT system providers.
- **Prospective new employers:** for the provision of references for you;
- **The Government or our regulators:** where we are required to do so by law or to assist with their investigations or initiatives for the financial services industry, including but not limited to the Financial Conduct Authority and Prudential Regulation Authority.
- **Police, law enforcement and security services:** to assist with the investigation and prevention of crime and the protection of national security.

We do not disclose personal information to anyone else except as set out above.

## 6. TRANSFERRING YOUR PERSONAL INFORMATION INTERNATIONALLY

The personal information we collect is not transferred to and stored in countries outside of the UK and the European Union.

## 7. HOW LONG WE KEEP PERSONAL INFORMATION FOR

The duration for which we retain your personal information will differ depending on the type of information and the reason why we collected it from you. However, in some cases personal information may be retained on a long-term basis: for example, personal information that we need to retain for legal purposes will normally be retained in accordance with usual commercial practice and regulatory requirements.

Generally, where there is no legal requirement we retain all physical and electronic records for a period of seven years (if you are a current employee, this may be for seven years after your employment ends).

Exceptions to this rule are:

- Details regarding unsuccessful job applicants, where we hold records for a period of not more than 12 months;
- Information that may be relevant to personal injury claims, employment claims, discrimination claims may be retained until the limitation period for those types of claims has expired. For personal injury or discrimination claims this can be an extended period as the limitation period might not start to run until a long time after you have worked for us.
- Information that may be useful to a pension provider or benefit provider which we may retain for the period that your pension or benefit is payable.

It is important to ensure that the personal information we hold about you is accurate and up-to-date, and you should let us know if anything changes, for example if you move home or change your phone number or email address. You may be able to update some of the personal information we hold about you through the recruitment or HR system. Alternatively, you can contact us using the details in section 10 or contact a member of the HR department.

## 8. YOUR RIGHTS IN RELATION TO PERSONAL INFORMATION

You have the following rights in relation to your personal information:

- the right to be informed about how your personal information is being used;
- the right to access the personal information we hold about you;
- the right to request the correction of inaccurate personal information we hold about you;
- the right to request the erasure of your personal information in certain limited circumstances;
- the right to restrict processing of your personal information where certain requirements are met;

- the right to object to the processing of your personal information;
- the right to request that we transfer elements of your data either to you or another service provider; and
- the right to object to certain automated decision-making processes using your personal information.

You should note that some of these rights, for example the right to require us to transfer your data to another service provider or the right to object to automated decision making, may not apply as they have specific requirements and exemptions which apply to them and they may not apply to personal information recorded and stored by us. For example, we do not use automated decision making in relation to your personal data. However, some have no conditions attached, so your right to withdraw consent or object to processing for direct marketing are absolute rights.

Whilst this privacy notice sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>.

To exercise any of the above rights, or if you have any questions relating to your rights, please contact us by using the details set out in the "**Contacting us**" section below.

If you are unhappy with the way we are using your personal information you can also complain to the UK Information Commissioner's Office or your local data protection regulator. We are here to help and encourage you to contact us to resolve your complaint first.

#### 9. **CHANGES TO THIS NOTICE**

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.

#### 10. **CONTACTING US**

In the event of any query or complaint in connection with the information we hold about you, please email [privacy@youthsporttrust.org](mailto:privacy@youthsporttrust.org) or write to:

Data Protection Lead  
Youth Sport Trust  
SportPark  
3 Oakwood Drive  
Loughborough  
LE11 3QF

**Version 1**

**Dated 18<sup>th</sup> May 2018**