



# Cardiff Met Sport Privacy Notice

Cardiff Metropolitan Sports Facilities (Cardiff Met Sport) is part of [Cardiff Metropolitan University](#). For more information about Cardiff Metropolitan Sport please click [here](#).

Cardiff Metropolitan University is the Data Controller and is committed to protecting the rights of individuals in line with the General Data Protection Regulation (GDPR).

Cardiff Metropolitan University's Information and Data Compliance Officer can be contacted for further queries regarding the processing of your data. Please email the following address for any queries or concerns with regard to Data Protection.

Email: [DataProtection@cardiffmet.ac.uk](mailto:DataProtection@cardiffmet.ac.uk)

This Privacy Notice explains how Cardiff Met Sport uses your personal information and provides information on your individual rights.

Using on-line and postal forms (which you have completed) and telephone information Cardiff Met Sport may collect and use personally identifiable information about you in order to provide you with our services. We process personal information in order to provide Children's Sports Academies, for processing memberships both internally and externally and we also collect information for our physiotherapy and massage appointments and our facility bookings.

The information we process for the above purposes can include your/your child's:

- Name(s)
- Membership ID(s)
- DoB
- Telephone Number(s)
- Address
- Email Address(es)
- Emergency Contact Information
- GP Surgery
- Detailed Medical Information (For Physiotherapy and Massage Sessions Only)

**Cardiff Metropolitan Sports Facility does not store or process any financial information.**

The University is lawful in processing this data because it is necessary for the purposes of the Legitimate Interests pursued by Cardiff Metropolitan University and by you/your child as the data subject. (under Article 6 of the GDPR).

If you are signing your child up for one of our camps or academies, The University may also process information about your child's/children's medical requirements or special needs. The University is lawful in processing this information in order to provide suitable and specific measures to safeguard the health and interests of your child/children (permitted under Article 9 of the GDPR).



Any processing of personal data for Marketing or Photographic purposes is lawful because we would have obtained explicit consent for the processing of these images (under Article 6 & 9 of the GDPR).

**We will not share your data with any third party unless there is a reason permitted by law.**

The retention periods for your data may vary in line with legislative or financial requirements. However all personal data will not be kept for any longer than is necessary and will be securely destroyed in accordance with Cardiff Metropolitan University's Records Management Policy

Under the GDPR there are a number of rights afforded to you/your child in relation to how we process your data. You have the right to;

- access your personal information
- to object to the processing of your personal information,
- to rectify any inaccurately held data,
- to restrict the processing of certain personal information and you have .

Please visit the [Information Commissioner Office's](#) (ICO) website for further information in relation to [your rights](#). You also have the right to request withdrawal of any consent you have previously provided us.

In line with Cardiff Metropolitan University's Data Protection Policy, any individual rights requests or complaints about how your data is being processed should be made in writing to the University's Information and Data Compliance Officer:-

Information and Data Compliance Officer  
Cardiff Metropolitan University  
Western Avenue  
Llandaff  
Cardiff  
CF5 2YB  
Email: [DataProtection@cardiffmet.ac.uk](mailto:DataProtection@cardiffmet.ac.uk)

If this process does not resolve your issue, or if you wish to take your complaint further, you have the right to contact the Information Commissioner. The contact details are:

Information Commissioner's Office,  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire,  
SK9 5AF  
[www.ico.org](http://www.ico.org)