**Privacy Notice**

**For**

**SCI Events Ltd**

**INTRODUCTION**

Welcome to the SCI Events privacy notice

We respect your privacy and are committed to protecting your personal information, which we call “Personal Data”. This privacy notice will tell you how we look after your personal data and about your privacy rights. It supplements any other notices and is not intended to override them.

We have tried to be brief and clear. We are happy to provide any additional information or explanation.

**WHO WE ARE**

|  |  |
| --- | --- |
| **Data Controller** | SCI Events Ltd |
| **Data Protection Manager** | Paul Broadhead |
| **Address** | Unit A, Oxford Court,  Cambridge Road,  Weymouth  DT4 9GH |
| **Telephone** | 01305 768555 |
| **Email** | [admin@scisports.co.uk](mailto:admin@scisports.co.uk) |

You have the right to make a complaint at any time to the Information Commissioners Office (ICO). We would appreciate the chance to address your concerns first.

It is important that the personal data we hold about you is accurate and current. Please keep us informed of any changes.

**HOW WE COLLECT YOUR PERSONAL DATA**

You may give us data orally or by filling in forms or by corresponding with us by post, phone email or otherwise, for example when you:

* Enter into a contract with us or contact us about doing so;
* Contact us about any booking we have with you:
* Request marketing information to be sent to you:
* Enter a competition, promotion or survey:
* Give us some feedback

We may also receive personal data about you from a third parties and public sources, including other customers when they interact with us and Handbooks received through our sponsorship.

**HOW WE USE YOUR DATA**

We will only use your data when the law allows us to.

|  |  |
| --- | --- |
| **Purpose/Activity** | **Lawful Basis for processing including basis of legitimate interest** |
| To register you with our business | Performance of a Booking we have with you |
| To Perform any Booking with you Including:  (a) Managing payments, fees and charges  (b) Collecting and recovering money owed to us  (c) Addressing any breach | (a) Performance of a booking with you  (b) Necessary to request deposits and outstanding balances. Including contact with individuals in the party from details provided if necessary.  (c) To ensure compliance with the booking terms and conditions |
| To manage our relationship with you which will include:  (a) Notifying you about changes to our terms, Private Policy or the booking  (b) Notifying you about changes to your booking or our business which is relevant to you | (a) Performance of our booking with you  (b) Necessary to comply with our legal obligation  (c) Necessary to keep our records updated and show how people use our business |
| To make suggestions and recommendations to you about goods and services that may be of interest to you | Necessary for legitimate interests in our business and your booking. |
| Asking you to partake in a review, competition or complete a survey | Necessary to study how people use our business and website, to develop and grow our business. |
| To deliver relevant website content and advertisements to you | Necessary to develop and grow the business and inform you of relevant information and offers |
| To use data analytics to improve our products/services, marketing, relationships and experiences | Necessary to define types of people for our products and services, to keep our website updated and relevant, to develop our business and to inform customers of availability and to inform of our marketing strategy. |

**PROMOTIONAL OFFERS FROM US**

We may use your personal data to form a view on what we think you may want or need, or what may be of interest to you.

We may then use your personal data to send you marketing communications from us if you have requested information from us or booked a festival with us or purchased services from us or if you provided us with your details when you entered a competition or registered for a promotion and, in each case, you have not opted out of receiving that marketing.

**OTHER BUSINESSES**

We will get your express consent before we use your personal data and share it with any third party for business purposes.

**OPTING OUT**

You can ask us or third parties to stop sending you marketing messages at any time by contacting SCI direct or by any sending alternative communication.

**CHANGE OF PURPOSE**

Please note that we may process your personal data without your knowledge or consent where this is required by law.

However, if we need to use your personal data for a new purpose we will notify you and explain the legal basis for our actions.

**VISITORS TO OUR WEBSITE**

When someone visits our website, we may use third party service to collect standard log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site and popular venues. This information is only processed in a way which does not identify someone.

**THIRD PARTY WEBSITES**

Our website may include links to our other websites for Rugby and Netball, which are governed by the same policies above. We do not have links to any other sites

**IF YOU CONTACT US VIA SOCIAL MEDIA**

We use a third-party provider to manage our social media accounts for direct messages. They store the massages until acknowledged by us and then deleted when complete.

|  |  |
| --- | --- |
| **Name of Provider** | Facebook |
| **Retention Period** | 30 Days |
| **Name of Provider** | Twitter |
| **Retention Period** | 30 Days |

Other comments made of entered are governed by the Third Parties concerned and we encourage you to read their policy statements and privacy notice.

**IF YOU FAIL TO PROVIDE PERSONAL DATA**

If you do not provide personal data to us and this would prevent us from performing the terms of your booking we have or are trying to enter with you, we may have to cancel your booking. We will notify you if this is the case.

**DISCLOSURE OF YOUR PERSONAL DATA**

We may share your personal data with third parties to help us run our business or carry out our obligation to you in the process of dealing with your booking. This will be to the relevant Holiday centre that you have requested, in order to provide the accommodation requested and to deal with any health and safety issues that relate to your party or that may arise on your arrival.

**DATA SECURITY**

We have in place appropriate security measures to prevent personal data from being accidentally lost, used or disclosed.

**HOW LONG WILL WE USE YOUR PERSONAL DATA**

We will only retain your personal data for as long as is necessary to fulfil the purposes we collected it. To consider the appropriate retention period for personal data we take into consideration accounting and legal requirements**.** The details will also be used for the sending of the yearly Brochure unless the opting out procedure has been used.

After the requisite period information will be deleted or shredded as appropriate.

**LEGAL RIGHTS**

You have a right to:

* Request access to your personal data we hold
* Request correction to any personal data we hold about you to ensure it is correct and up to date.
* Request erasure of your personal data at any time, provided we do not have specific legal reasons to retain it, which will be notified to you.
* Withdraw consent at any time, where we are relying on consent to process your personal data. However, this will not affect the lawful processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain products or services previously requested.
* There will be no fee required other than expenses should you want documentation returned.
* We may need to request specific information from you to confirm identity and ensure you have the right to access of the information
* We will endeavour to respond to requests within 14 days.