

Commonwealth Games Council for Wales

Privacy Policy

Commonwealth Games Council for Wales ("We") are committed to protecting and respecting your privacy.

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be used, processed or shared by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

For the purpose of the Data Protection Act 1998 (the **Act**), the data controller is Commonwealth Games Council for Wales, Sport Wales National Centre, Sophia Gardens, Cardiff, CF11 9SW.

INFORMATION WE COLLECT FROM YOU

We will collect and process the following data about you:

Information you give us. This is information about you that you give us by filling in forms on the Plus 1% (Zeus) Database or by corresponding with us by phone, e-mail or otherwise for the purposes of your participation or consideration for participation in any event we administer. It includes information you provide when you participate in discussion boards or other social media functions within our control, enter a competition, promotion or survey. The information you give us will include your name, address, e-mail address and phone number, next of kin details, medical information, personal measurements, financial information, personal description and all other information necessary.

USES MADE OF THE INFORMATION

We use information held about you in the following ways:

Information you give to us. We will use this information:

- to facilitate our selection processes;
- to facilitate your participation in any games or competitions;
- to carry out our obligations arising from any contracts / agreements entered into and to provide you with the information, products and services that you request from us;
- to notify you about changes;
- to generate statistics;
- for marketing and press relations;
- to obtain kit and sponsorship;
- to promote the Commonwealth Games Council for Wales;
- to comply with all regulatory requirements placed upon us such as anti-doping rules;

DISCLOSURE OF YOUR INFORMATION

You agree that we have the right to share your personal information to facilitate your participation in any games or competitions.

You agree for us to share your personal data with:

- Medics such as doctors and physiotherapists;
- Team managers;
- UK Anti-doping;
- Foreign Governments for the purposes of visa and immigration requirements;
- The Commonwealth Games Federation;
- The press / media outlets;
- Kit sponsors or suppliers;
- Any other third party who reasonably requires access to your data to facilitate our duties to you and your participation in any games / competition.

We will disclose your personal information to other third parties:

If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply conditions of supply and other agreements; or to protect the rights, property, or safety of Commonwealth Games Council for Wales, athletes, or others. This includes exchanging information with other organisations for the purposes of fraud protection and anti-doping.

We will take all steps reasonably necessary to ensure that your data is treated by third parties in accordance with the requirements of the Act.

WHERE WE STORE / SECURE YOUR PERSONAL DATA

The data that we collect from you will be stored by us but also on the Plus 1% (Zeus) Database.

The Association of Multisports Organisations (AMO) is the owner of the Plus 1% (Zeus) database.

The database allows organisations to collect, share and manage personal and sensitive personal data using their own allocated portion of the database. Team Wales are responsible for the management of the data held within their portion of the database.

Access to this portion of the database is restricted by administration rights. For example, only Team Wales can see the data associated with Team Wales athletes.

Within Team Wales, further administration rights apply to limit who within Team Wales can access certain types of data based upon status and necessity.

Access to the Team Wales area can be provided to third parties who require access to data in order to fulfil their duties or responsibilities. The access granted is limited strictly to what is necessary.

Team Wales will extract data from the database in order to generate reports.

The Governance Group is responsible for the governance of the AMO and it oversees the management of the database, sets development initiatives, licence fees and budgets.

The AMO protects the data and does regular backups of the data and stores those backups on behalf of clients (including Team Wales) to ensure data can be restored in the event of a problem. AMO servers are held with Azure (Microsoft), one of the world's largest cloud providers.

Given the nature of the database, data may well be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). It may also be processed by authorised staff operating outside the EEA. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

ACCESS TO INFORMATION

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access request will be subject to a fee of £10 to meet our costs in providing you with details of the information we hold about you.

CHANGES TO OUR PRIVACY POLICY

Any changes we make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy policy.

CONTACT

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to Mr C Jenkins, Chief Executive, Commonwealth Games Council for Wales, cjenkins@teamwales.cymru