



Data Protection Bundle

Privacy Notice for Members

4 Aug 2022

1. WHO?

Who processes your information?

1.1 Spectrum Gaming (SG) is the data controller of the personal information you provide to us. This means SG determines the purposes for which, and the manner in which, any personal data relating to members and their families is to be processed.

1.2 In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires us to share your data. Where we outsource your data to a third party processor, the same data protection standards that SG upholds are imposed on the processor.

1.3 SG has an appointed Data Protection Officer (DPO) who acts as a representative for the organisation with regard to its data controller responsibilities; they can be contacted via info@spectrumgaming.net

1.4 The role of the DPO is to oversee and monitor the organisation's data protection procedures, and to ensure they are compliant with the GDPR.

2. WHY?

Why we collect and use members information?

2.1 Spectrum Gaming holds the legal right to collect and use personal data relating to members and their families, and we may also receive information regarding them from their School or the Local Authority.

2.2 We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR

2.3 In accordance with the above, the personal data of members and their families is collected and used for the following reasons:



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- to support member participation
- to monitor and report on member attendance & progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us for data collection
- to ensure consent and wellbeing during all activities

3. WHAT?

What information do we control and process?

3.1 Whilst the majority of the personal data you provide to SG is mandatory, some is provided on a voluntary basis.

3.2 When collecting data, SG will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, SG will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

3.3 The categories of members information that SG collects, holds and shares include the following:

- Personal Identifiers and Contacts (such as name, contact details and address)
- Safeguarding Information (court orders, concerns and professional involvement)
- Medical and Administration (such as allergies, medication, dietary requirements or SEND)
- Attendance (such as number of events attended)
- Behavioural Information (such as incidents or concerns)
- Consent Information (such as consent for internet use, photography & publication)
- Activities (such as specific activity consent or capability)

3.4 This list is not exhaustive, to access the current list of categories of information we process please contact Spectrum Gaming's Data Protection Officer, Andy Smith.

4. HOW?

How long is your data stored for?

4.1 Personal data relating to members of SG and their families is stored in line with the organisation's GDPR Data Protection Policy. In accordance with the GDPR, SG does not



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store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

5. WHERE?

Where will my information be shared?

5.1 SG will not share your personal information with any third parties without your consent, unless the law allows us to do so. SG routinely shares members information with:

- Their School / College
- The Local Authority
- Social Care
- The Police

6. YOUR RIGHTS?

What can you do with your data?

6.1 Parents and members have the following rights in relation to the processing of their personal data. You have the right to:

- Be informed about how SG uses your personal data.
- Request access to the personal data that SG holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing or retention.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

6.2 Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

6.3 If you have a concern about the way SG is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO).