



## **Privacy Statement**

Here at Rise we take your privacy seriously. We use your personal information to provide the services you have requested from us and keep you informed of relevant information.

This policy explains when and why we collect personal information, the conditions under which we may disclose it and how we keep it secure.

### **Who are we?**

Rise (company registration number 7176549) is a registered charity (charity number 1135223) dedicated to, and passionate about, increasing the quantity, improving the quality and widening access to sport and physical activity to improve lives in Northumberland and Tyne & Wear.

Our registered address is:

Rise, Royal Quays Business Centre, Coble Dean, North Shields, NE29 6DE

### **What data do we need and how do we collect it?**

We will only collect personal data that is required to fulfil our obligation to you, or to help us improve how we provide information and services that we think will be useful to you.

We hold personal details you knowingly provide us with via forms, emails and surveys: such as name, address, telephone number etc.

Sometimes it is necessary for us to collect your bank details so that we can make payments to you, for example the payment of bursaries.

In some instances, if you do not consent to provide us with your information, we will not be able to provide the service you have requested, for example, for workshop bookings or bursary payments. If you are unsure why we need your information, please contact us using the details below.

### **How do we keep your information?**

Any personal information we collect will be kept and used in accordance with the General Data Protection Regulations (GDPR).

## **How long will we keep your information?**

We do not keep your information any longer than necessary. This will vary depending on the purpose. For example, if you register for an event, we will keep your details on record until the event has taken place and any necessary communication has been made.

We may keep your contact information in order to let you know about related activities that might be of interest to you if you have opted in to receive such information. However, you will always be able to unsubscribe or opt-out of any such communications from us. For example, if you attend a course to attain an Emergency First Aid in Sport certificate, we would like to contact you before it is due to expire to inform you about courses for renewal of the certificate.

If you do not want to receive information from us as described above please contact us using our details at the end of this document.

## **How can you correct or update the information we hold about you?**

We try to be as open as we can be in terms of giving you access to your personal information.

If you wish to correct or update the information we hold about you, please send an e-mail to us using our details at the end of this document.

## **How secure is your information?**

We are currently working towards Cyber Essentials Certified. Cyber Essentials is a government-backed scheme that provides protection against a wide variety of the most common cyber-attacks. This Statement will be revised once we have achieved certification.

## **Who do we share your information with?**

Where necessary, we will share information with a third party (for example a course tutor or the organisation who issues qualifications or certificates).

We will never pass your details on to any other organisations without your permission to do so.

We do not sell or give your information to third parties for marketing or selling purposes.



### **What else do we do with your information?**

From time to time we would like to contact you with details of other services and news that we think would be of interest to you. Usually we will use email to do this, however, occasionally we might use other methods of communication.

You will always have the option to opt out of receiving further contact from us and we will always make sure this is easy to do.

### **How can I check what data Rise holds about me, or instruct Rise to delete or update my information?**

Please send an e-mail to [info@wearerise.co.uk](mailto:info@wearerise.co.uk) or contact us at:

Rise  
Royal Quays Business Centre  
Coble Dean,  
North Shields,  
NE29 6DE

### **Further information**

To find out more about how your information is used and your rights to access the information we hold about you, please view our Data Protection Policy here:

[www.wearerise.co.uk/privacy-policy](http://www.wearerise.co.uk/privacy-policy)