

Privacy Notice for Isle of Man Sport and Isle of Man Sport Aid

Department of Education, Sport and Culture as Data controller

The Department of Education, Sport and Culture is a data controller for the purposes of the Data Protection Act 2002/General Data Protection Regulation (Isle of Man) Order 2018. The contact details for the Department of Education, Sport and Culture are Hamilton House, Peel Road. Douglas. IM1 5EZ.

In addition to the information set out in the Isle of Man Privacy Notice, we may also collect the following information about you:

- Name
- Contact details
- Governing Body of Sport details
- Photographs
- Payment / Financial Details

The Data Protection Officer for the Department of Education, Sport and Culture is: Andrew Shipley. Department of Education, Sport and Culture, Hamilton House, Douglas. IM1 5EZ. Tel 01624 685828. Email: DPO-DESC@gov.im.

How we will use the information we collect about you

The Department of Education, Sport and Culture will use your information to:

- Send you information relation to Isle of Man Sport and Isle of Man Sport Aid.
- Effectively and efficiently correspond with you.
- Help process applications for assistance and/or funding.
- Help prevent and detect crime.

The Department of Education Sport and Culture has a statutory obligation to check and verify the data you provide to us via application forms, claim forms, reconciliation forms etc. This may include checks of publicly available information but in some cases, where it is necessary and relevant to your application, the information you provide may be disclosed or shared with other organisations.

This will only be done where there is a legal obligation for us to do so. We will do this to allow us to:

- Process applications.
- Verify the information and documentation you have provided is correct.
- Help prevent and detect crime including fraud, money laundering, identity theft or other criminal offences.

How we will share the information we collect about you

Third parties we may share your data with include, for example:

- Isle of Man Government Treasury.
- Governing Bodies of Sport.
- IOM Sport Institute Team.

Information obtained or disclosed by third parties will not be used for any other purpose other than to process payments or financial awards / support.

Failure to provide the information as above will result in payments or claims not being paid to the intended recipient(s).

Protecting your information

The Department of Education, Sport and Culture will:

- Keep your information safe and secure in compliance with its information security policy.
- Only use and disclose your information as detailed above, where necessary
- Retain the information for no longer than is necessary and your information will be permanently deleted once the timeframes set out below have been reached.

Transfer of information outside the EEA

The Department will not transfer data outside the EEA.

More information

You can find out more information including:

- Looking at the Isle of Man Government Privacy Policy here: <https://www.gov.im/about-this-site/privacy-notice/>
- Contacting our Data Protection Officer who is:
Andrew Shipley, Department of Education, Sport and Culture, Hamilton House, Douglas, IM1 5EZ. Tel:01624 685828, Email: DPO-DESC@gov.im
- Asking to see your information or making a complaint if you feel that your information is not being handled by clicking on [this link].
- Making a subject access request which is a request for all of the personal data we hold about you.

Your rights

You have a right to access your personal data to ensure that it is accurate, and to request that it is rectified, blocked, erased or destroyed if it is inaccurate.

- To make any request relating to your data held by us, please contact the Data Protection Officer for the Department of Education, Sport and Culture name who is: **Andrew Shipley, Department of Education, Sport and Culture, Hamilton House, Douglas, IM1 5EZ. Tel:01624 685828, Email: DPO-DESC@gov.im**

If you are not satisfied with the response you receive, you may also complain to the Information Commissioner, whose details can be found on www.inforights.im, or the relevant supervisory authority. You may have a right to other remedies.

Document Type	Retention Periods
[Document type]	[Time period with confirmation of date this time period runs from/to]
IOM Sport – GBS Engagement Form accompanying documentation, policies, accounts etc. (provided by Governing Bodies of Sport)	Until a re-submission of a new form which replaces or updates the current information.
IOM Sport – Charter Document (provided by Governing Bodies of Sport)	Until a re-submission of a new form which replaces or updates the current information.
IOM Sport – “Support for Sport” Application Form	6 financial years (plus current year).
IOM Sport – Application to join the IOM Sport Committee and supporting documentation including CV, references etc. (successful applications)	For the duration of the committee member’s four year appointment.
IOM Sport – Application to join the IOM Sport Committee and supporting documentation including CV, references etc. (unsuccessful applications)	Current financial year.
IOM Sport – Committee members claim forms	6 financial years (plus current year).
IOM Sport – Contact Details Form (for IOM Sport Committee Members)	For the duration of the committee member’s four year appointment.
IOM Sport – “Contact Details Form” (for Governing Bodies of Sport)	Current financial year.
IOM Sport – “Contact Details Form” (for Development Officers)	For the duration of Development Officer’s contract or upon resignation of the officer (whichever comes first).
IOM Sport – “Funding / Support Claim” Form	6 financial years (plus current year).
IOM Sport – “Bank / Payment Details” Form (for recipients of financial awards / support)	6 financial years (plus current year).
IOM Sport – Sports Awards Nomination Submission	Until the shortlisting process has been completed for each event.
IOM Sport Aid – Application Form	Current financial year.
IOM Sport Aid – Updated Information Form	Current financial year.

IOM Sport Aid – Financial / Support Claim Form	6 financial years (plus current year).
IOM Sport Aid – Monthly Report Form (completed by athletes)	Current financial year.
IOM Sport Aid – Athlete reports and updates (completed by IOM Sport Aid Team & Support Team)	Current financial year.