

Sport scholarships privacy notice

Here at Loughborough University we take the protection of your data and your privacy seriously. This Notice provides information on what personal we collect; how and why we collect it; how we store it and for how long we keep it. This notice will also explain how we look after your data and protect your rights in accordance with the relevant data protection legislation.

Further information and guidance on the University's approach to personal information can be found at the University's Privacy Notices and Links webpages at <https://www.lboro.ac.uk/privacy/>

What personal information do we hold about you?

You are asked to complete a Registration Form, which asks for name and address, phone contact details, email, ID number, course details and bank details.

Why do we collect your information?

We use the data to enable us to process your sport scholarship award. Specific examples would include:

- Contacting you about the conditions of your award (such as representing the University in BUCS; providing a 'thank you' for a sponsor; attending a promotional event)
- Making your scholarship payments
- Supporting your academic progress

Who has access to your data at the University?

The Sport Scholarship Manager has access to the data, and in certain cases will provide it to other specific sections of the University (ie Finance) so they can provide a service to you (process the financial element of the award).

Who do we share your data with outside the University?

Your data is not shared outside of Loughborough University.

How long do we keep your information?

As we may want to get in touch with you as your sporting career progresses (as an example to ask for your assistance with promotional material/publicity as an alum and former sport scholar) we will hold your contact details data until your request their removal. Data is held securely and only the Sport Scholarship Manager can access it.

If you wish to withdraw your consent for us to hold your data, please contact sport-scholars@lboro.ac.uk. If you withdraw your consent during the period of your sport scholarship, your award will be withdrawn as we would be unable to process your award.

Your bank details are deleted 3 months after the end of each scholarship award period.

General

Loughborough University does not sell your data to third parties or other organisations.

From time to time, Loughborough University will use your personal data to conduct analysis that will enable us to provide management information which we will use to monitor and evaluate what we do here at Loughborough University.

Who can I contact?

If you have a general question about how your sport scholarship data is used, please do contact us. You can contact sport-scholars@lboro.ac.uk. Please also contact this email if you have a concern or complaint about how your data is being handled.

Complaints about Data Protection

If you have taken steps to have a concern or complaint about Loughborough University's handling of data resolved but are still not satisfied you have a right to lodge a complaint with the Information Commissioner's Office (ICO), who are the relevant regulator for data privacy and protection matters. The ICO can be contacted at Wycliffe House, Water Lane, Wilmslow, SK9 5AF.

Updates to this policy

This section was last updated in September 2019. It is reviewed as necessary. If there are significant changes in the processing of your personal data which will impact you, we will act to inform you directly.