

## **Privacy statement: for students taking part in the School Programme**

### **Who are we?**

We, Football Beyond Borders, are a registered charity, with registered address at Unit 4, Warwick House, Overton Road, London, SW9 7JP.

We are registered under UK charity number: 1158046.

### **What is this notice?**

This notice explains how we use your personal information. In this notice, you will see different names or terms that you may not be familiar with, such as:

**Data Controller:** This person (or group of people, like us) is in charge of the information collected.

**Data Processor:** This person processes information for the data controller.

**Personal Data:** This means any information that can be used to identify someone, such as your address and date of birth.

### **What do we do?**

We have arrangements with different schools to provide a football based learning programme. We work with students on the interactive football programme that you've been told about and that's described in the consent form for your parent/carer (the **Programme**).

Our main job is to provide great football sessions to students from different schools. To show schools and parents/carers how well students are doing in the Programme and at school, we also create reports of how the Programme helps students and their education and development. We might share these reports with schools and parents/carers.

We'll only collect personal data (basically, information about a person) when we need it to help us do our job, provide people with the Programme, or to follow the law.

We also collect and use information about the other organisations we work with and the people who donate money to us. You can find this information in our [Privacy Statement](#).

### **What do we collect?**

As a result of what we do, we hold some information about you. By law we are recognised as the person in charge of the information we hold about you. We are known as the Data Controller of this information. We collect your personal information from you, your parent/carer or your school.

We collect the following information from the school and from your parent/carer:

- **Your personal information**

This includes your name, address, date of birth and ethnicity. We collect information about your ethnicity because it helps us to monitor the Programme and ensure it is accessible to everyone.

- **Your characteristics**

This means information about you, like where you're from, what languages you speak and also information about your home life that might have an impact on you at school.

- **Your special educational needs and medical information**

So we can help to teach you better, we collect information about;

- your special educational needs, if you have any;
- medical information; and
- information about other special entitlements you may have.

For example, we keep information about any times you've been ill and any special conditions you have that we need to know about to keep you safe.

- **Your attendance information**

We record how many times you've missed school and why you couldn't come to school.

We also record how many times you've missed a Programme session.

- **Your assessment information**

We collect your test results when you sit a big test or exam and how you get along and perform during the Programme.

- **Behavioural information**

We record any incidents that happen during school time, including the number of times you've been excluded (if you've been excluded) and why, and any incidents that may happen during the Programme.

We collect this information so we can assess your development on the Programme.

## **How do we use your personal data?**

We collect this information:

- so you can participate in the Programme;
- so we can organise the Programme to suit your needs;
- so we can see how you progress on the Programme by comparing your previous assessment and behaviour information with the new information;

- to advertise and promote the Programme; and
- so that we can publish some general information in our annual report, which is available on our website (we wouldn't ever publish anything sensitive).

If you're happy with it, we may include you as a case study or testimony on our website (we would always talk to you first, before doing this). This means we would tell people about your participation on the Programme and what you thought of it. If you want we can include you in a case study but not use your real name. You can see our case studies and testimonies [here](#) to get a better idea of what they look like and involve.

We also look at how all of the students on our Programme are getting on and we can run some clever analytics on everyone's information to do this. When we do this all of the information is anonymised and so you won't be identified from the results.

### **What's our "legal basis" for collecting this information?**

We collect your information mostly because it's essential for us to run the Programme. In legal language, this is "necessary for the purposes of our legitimate interests" and it doesn't unfairly affect the rights you have in law.

### **Do you have to give us your information?**

You must give us quite a lot of information to be on the Programme but we need this information for your benefit and safety. Unfortunately, you can only participate in the Programme if we have this information.

We aim to collect only the information necessary to keep you safe and allow you to participate in the Programme.

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

We don't keep your information forever. We only keep it for as long as we need it to do the things we need it for. You can always talk to us if you need more information about this.

Unless you want us to, we won't use your email address to tell you about other events and programmes we are organising.

### **Photos/videos**

We use photographs and videos of the Programme to advertise the Programme and to show everyone what you do and how to get involved. Using photographs and videos of you counts as processing your personal data. Before we take or use any photographs or videos, we ask your parent or carer for permission for us to take photographs and videos of you on the Programme.

We might use photographs and videos of you on our website, social media sites including Instagram, Facebook, Twitter and YouTube (FBBTV). These photos and videos might be re-shared by other people.

The people and organisations who give us money to run the events might also take photographs and videos of you to use on their websites and on other social media platforms. If they decide to work with us and use photographs and videos on their social media platforms they will provide you and your parent/carer with a separate consent form.

If you don't want to be photographed or filmed, just let us know and we won't include you in any photos or videos.

## **Transfer of data**

Sometimes the information we hold about you may be transferred outside of the EU. This happens when the information is held on our computers but we get another company to store it in the cloud. The cloud may be in a location outside of the EU but we do what we're legally required to do to make sure that those companies keep your information as safe as possible.

## **Who do we share your personal data with?**

We work with other organisations who give us money to run the Programme. Sometimes it's necessary for us to share your information with them so that these organisations can help us with the Programme, learn about the events we're putting on and how the Programme is progressing. For example, we might share your information with venues so that the venues know how many students are taking part in the Programme. We might also need to share your information with other organisations to keep you safe.

As part of the Programme we create a report for the schools about how you're getting on. This report will be given to your school. We will also share your progress report with your parent/carer, but only if they request a copy from us.

## **Your rights**

You have the right to:

- be told how we use your information.
- ask to see the information we hold about you.
- ask us to change information you think is wrong.
- ask us to remove information when it's not needed anymore.
- ask us to only use your information in certain ways.

- ask us to move your information to someone else.
- tell us you don't want your information to be used anymore but if you don't want us to hold your information, you won't be able to participate in the Programme because we need to hold some information about you for you to participate.

If you want to speak to someone else, or complain about how we use your data, you can call the people who are in charge of personal data and information, the Information Commissioner's Office (ICO) whose website is <https://ico.org.uk/>.