

4.8 Data Protection and Information Handling Policy

1 Introduction

- 1.1 As an organisation registered in the UK, INAS is bound by the national data protection law and is registered with the Information Commissioners Office (ico.org.uk/) in the UK.
- 1.2 INAS is committed to protecting information and your privacy. This statement is made in order to comply with best practice regarding Data Protection and to inform you of INAS data processing practices which will govern the processing of personal data.

2 How do we collect information?

- 2.1 We will obtain personal information about you in a number of ways. This might include, but is not limited to:
- a) when you enquire about our activities
 - b) when you register as a member organisation
 - c) when you apply for athlete eligibility
 - d) when enter an event or competition
 - e) when you are elected to, or apply for, an official position within the organisation
 - f) when you make a donation
 - g) research programmes

2.2 We may also receive information about you from third parties.

3 What information do we collect?

- 3.1 The types of information we might collect includes, but is not limited to, names, addresses, gender, email addresses, telephone numbers, fax numbers, sport history, medical information relating to classification and eligibility, medical conditions that may affect safe participation in events, credit/debit card or bank account information, work history/qualifications and experience, and information regarding any criminal record. For athletes, we will also collect medical and psychological information to so support an eligibility application.

4 How do we use your information?

- 4.1 We will use your information:
- a) to provide you with the information or services you have requested
 - b) to uphold the principles of athlete classification and eligibility
 - c) to ensure compliance with doping control and uphold the principles of fair sport
 - d) to ensure the successful delivery of events and competition
 - e) for administration and membership management purposes
 - f) to further our charitable aims and to comply with the law.
 - g) as part of research programmes
- 4.2 We may need to share your information with our partner organisations, member nations and legal authorities for these purposes.
- 4.3 We may also share your information with other organisations who share our aims or other third party organisations including corporate and media partners that we may work with.

4.8 Data Protection and Information Handling Policy

- 4.4 INAS will not sell your details however we may sometimes exchange details with other charitable organisations with similar objectives to those of INAS for mutual benefit. In addition, we may sometimes contact you with offers from organisations that benefit INAS and may be of interest to you.
 - 4.5 By submitting your details to us, you are agreeing to allow us to share your details with our partners organisations as detailed above, including via email.
 - 4.6 We will only share information that is relevant to the particular partner
 - 4.7 You can opt out of this consent at any time by contacting the INAS Secretariat.
 - 4.8 Where consent is withheld (see below), INAS may still share information, where it relates to a legal or eligibility matter.
- 5 The INAS website and use of 'cookies'?
- 5.1 'Cookies' are small pieces of information sent to your computer and stored on your hard drive to allow that organisation to recognise you when you next visit.
 - 5.2 INAS may store information about you and your activity in cookies. If you want to delete any cookies that are already on your computer, please refer to the instructions for your file management software to locate the file or directory that stores cookies.
 - 5.3 If you want to stop cookies being filed on your computer in the future, please refer to your internet browser's instructions. Please note that by deleting or disabling future cookies you may not be able to access certain parts of our site.
 - 5.4 This privacy policy applies to the INAS websites only. The INAS website has links to other third party websites. INAS does not pass on any personal information about you to any other site when you link to another site.
 - 5.5 You should ensure that if you use a link from the INAS website to another website that you read the privacy statement of any site which collects personal information.
- 6 How do we protect personal information?
- 6.1 We take appropriate measures to ensure that the information disclosed to us is kept secure, accurate and up to date and kept only for so long as is necessary for the purposes for which it is used.
 - 6.2 If your personal details change, please help us to keep your information up to date by notifying the INAS Secretariat
- 7 Under 18 year olds
- 7.1 The parent/guardian's, or the persons representative*, will normally need to give permission before INAS can hold information concerning anyone under the age of 18.

4.8 Data Protection and Information Handling Policy

8 Informed consent

- 8.1 The parent/guardian's, or the persons representative*, will normally need to give permission before INAS can hold information concerning anyone who is above the age of 18, but is without legal capacity to give informed consent.
- 8.2 In many cases the representative will be the INAS member nation official

9 Your consent

- 9.1 By providing us with your personal data, including 'sensitive' personal data such as eligibility evidence, you consent to the collection and use of any information you provide in accordance with the above purposes and this privacy statement.
- 9.2 You also consent to our transferring your information to countries or jurisdictions which may not provide the same level of data protection as INAS, if necessary for any of the above purposes. If we do make such a transfer, we will, if appropriate, put in place a contract to ensure your information is properly protected.

10 Right of access

- 10.1 You have the right to ask for a copy of the information we hold about you, for which we may charge a small fee and to have any inaccuracies in your information corrected.
- 10.2 If you wish to see what information we hold about you, please contact the INAS Secretariat.
- 10.3 INAS reserves the right to amend this privacy statement at any time. If we do, we will post notice of the change on our website and your use of the site any after such changes are posted will be deemed to be your acceptance of such changes.