



Privacy Statement

This is the latest privacy notice for Switch Up and Nottingham School of Boxing, available at www.marcellusbaz.co.uk. It explains who we are, what we do with your information, and who we share your information with.

We use parts of the privacy notice in relevant organisational publications, but this is the latest version of it, in full.

About Switch Up

We provide individual, life-changing support to young people in communities affected by crime and violence. Through sport, mentoring and personal development we improve their mental and physical wellbeing to give them the skills, confidence and motivation to realise their full potential.

Switch Up is a Community Interest Company in England and Wales (company registration number 08522643).

Our contact details are: Switch Up, 163 Woodborough Road, Nottingham NG3 1AX, info@switch-up.org.uk

About Nottingham School of Boxing

We are Switch-Up's sister organisation. We provide individual and group fitness and boxing training in an inclusive and supportive environment. Through the power of sport we build champions in and out of the ring, enabling everyone we work with to achieve their potential.

Nottingham School of Boxing is a registered charity in England and Wales (registration number 1158631).

Our contact details are: Nottingham School of Boxing, 163 Woodborough Road, Nottingham NG3 1AX, boxing@switch-up.org.uk

What we do with your information

What we do with your personal information depends on the relationship/s you have with us. Maybe you are a gym member, or Switch Up service user, or perhaps you work for us or volunteer with us. Maybe you make financial donations to us, or maybe you are one of our ambassadors, trustees or partners. Please see the relevant section/s below.

We keep all personal information securely on our database, in electronic files including emails, and in locked filing cabinets.

Staff and Volunteers

By 'staff and volunteers' we mean those who have been trained and vetted to work for us in either a paid or unpaid role.

We hold your personal information because you undertook to fulfil a relevant paid or unpaid role. You gave your personal information to us on a paper or electronic registration form, which we used to assess your suitability for the position you applied for.

Information you gave us included your contact details, passport information, criminal records check details, medical information (if relevant) and your previous training record.

All staff and volunteers may be required, from time to time, to appear in photographs, video or audio recordings, which may appear in social media, media or newsletters. Your consent will be sought and you will be able to opt out if you prefer.

We'll keep information about you and your position within the organisation for seven years after the date you cease to hold the said role.

For applicants who are unsuccessful in securing employment or volunteering opportunities with us, we will keep your data for 12 months.

Our Service users & Gym members

By 'service user and gym members' we mean all those who use or benefit from our services in the gym, the community, or in partner setting such as a school or college.

We hold your personal information because you entered into a contract with Switch Up or Nottingham School of Boxing to receive our services. You, or your representative, gave your personal information to us on a paper or electronic registration form. Information you gave us included your contact details, medical, other

personal information and payment details. If any of this information is missing, it may prevent you from training with us or receiving our support.

On occasion, photos, videos and audio of participants in Switch Up or Nottingham School of Boxing activities may be submitted to newspapers, newsletters, websites, social media or put on display. If you don't want your image used in this way, you or your representative should let us know in the consent section of your registration form, or by other means.

We may use your personal information to provide you with updates about our services. It's in our legitimate interest to keep you updated about Switch Up and Nottingham School of Boxing. We may do this by means of paper or electronic newsletters and other updates. Every time we contact you we give you the means to opt out of these communications.

We use your personal information in some circumstances to provide you with support, these may include registering you with England Boxing or sharing information with our partners when helping you gain counselling, education or employment.

Your personal information including details of your engagement with us remains confidential, however in certain circumstances we may disclose personal information to other agencies. For example, if we considered you or others were at risk of serious harm, the law requires us to share this information with the relevant authority such as the Police or social services. Where possible and practical we would do this with your knowledge.

The organisation will retain your personal information for a long as is necessary. Our retention periods vary dependant on your engagement with us:

Boxers registered with England Boxing: we will keep your data for 7 years after your affiliation with England Boxing ends.

Other Gym members: we will keep your data for 7 years after your last attendance at the gym, should you wish to re-join after this period we will re-register you.

Our gym is not an ordinary gym, we are proud of the services and support we provide. In order to ensure ALL users of our services are able to re-engage easily when the need arises, we keep your data for the maximum period in line with statutory services.

Those using Switch Up services: we will keep your data for 7 years from the last date we engaged with you, in line with statutory services.

Anonymised data will be kept for as long as the organisation requires and will not identify an individual.

Financial supporters

By "financial supporter" we mean someone who donates money to either Switch Up or Nottingham School of Boxing, or more generally to both organisations.

We hold your personal information because you are a current supporter or have supported us in the past. Information you provided us with included your contact details, details of your donations, and associated correspondence.

If you donate to Switch Up or Nottingham School of Boxing, it's in our legitimate interest to keep you updated about our organisation. We do this by means of paper or electronic newsletters, fundraising appeals, and other updates. Every time we contact you, we give you the means to opt out of these communications.

If you donate what we consider a large or unusual amount of money, it's in our interest to consider doing some due diligence research about you, using publicly available sources.

We share your information with the organisations who provide us with support, such as communications and PR. We may wish to share information about the support you provide to the organisation in the media, on social media, through newsletters and our website. Your consent will be sought and you will be able to opt out if you prefer.

We'll keep information about your support for as long as you wish to remain in touch.

Your legal rights and how to exercise them

Under certain circumstances, you have right under data protection laws in relation to your personal data. These rights include:

- Right of access – you can write to us to ask for confirmation of what personal information we hold on you and to request a copy of that personal information. Provided we are satisfied that you are entitled to see the personal information requested and we have successfully confirmed your identity, we will provide you with your personal information subject to any exemptions that apply.
- Right of erasure – at your request we will delete your personal information from our records as far as we are required to do so. In many cases we would propose to suppress further communications with you, rather than delete it.
- Right of correction – if you believe our records of your personal information are inaccurate, you have the right to ask for those records to be updated. You can also ask us to check the personal information we hold about you if you are unsure whether it is accurate/up to date.
- Right to restrict processing – you have the right to ask for processing of your personal information to be restricted if there is disagreement about its accuracy or legitimate usage.
- Right to object to processing– you have the right to object to processing where we are (i) processing your personal information on the basis of the legitimate interests basis, (ii) using your personal information for direct marketing or (iii) using your information for statistical purposes.

- Right to request transfer of your personal data – to the extent required by the UK GDPR, where we are processing your personal information (that you have provided to us) either (i) by relying on your consent or (ii) because such processing is necessary for the performance of a contract to which you are party or to take steps at your request prior to entering into a contact, and in either case we are processing using automated means (i.e. with no human involvement), you may ask us to provide the personal information to you – or another service provider – in a machine-readable format.
- Rights to withdraw consent at any time – where we are relying on consent to process your personal data. This includes the right to ask us to stop using your personal information for marketing or fundraising purposes or to unsubscribe from our email list at any time. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain products or services to you. we will advise you if this is the case at the time you withdraw your consent.

If you wish to exercise any of the rights set out above, please contact us.

Author	Janet Cooper / George Overton
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