Kent Sport Christmas Party Raffle Privacy Statement

Kent Sport are responsible for the security of the data that you provide and for the overall compliance with data protection legislation.

In order to correctly produce the event, we must keep records about you and the services we provide for you. We will adopt best practice in our record keeping and keep the information you provide safely.

We will:

• only collect personal data for the purposes of Christmas Party raffle draw administration
• explain why we are collecting personal data
• where necessary, seek consent relating to the use of personal data
• retain personal data securely and
• only hold personal data for a specified amount of time after which it will be deleted.

We obtain information about you when you contact us or access any of our products and services. This will usually be digitally through our website, or by email.

What information do we collect?
The personal information we collect will usually include your name, contact details, and delivery address. We cannot safely process your order without it.

Online payments
If you make an online payment through our web www.kent.ac.uk/product-catalogue) then it will be processed by WPM who specialise in the secure online capture and processing of credit/debit card transactions. They act as data processors for The University of Kent and only process personal information in line with our instructions. Their privacy policy can be viewed here: WPM Privacy Notice
No credit/debit card information will be collected or stored by Kent Sport.

How is your information used?
We may use your information to:
• process orders that you have submitted
• seek your views or comments on the services we provide
• notify you of changes to our services
• send you communications that may be of interest to you
• monitor and improve our services.

How long will we hold your information?
We review our retention periods for personal information on a regular basis. We are required by law to keep some information, but in general we will delete information after one year.

Who has access to your information?
The University of Kent will not sell or rent your information to third parties, or share your information with third parties, for marketing purposes.
None of your digital personal identifiable information is ever shared with anyone outside the process of submitting assessing and storing your data.

How you can access and update your information
The accuracy of your information is important to us. If you would like us to update, amend or delete the information that we hold about you, then please contact us: dataprotection@kent.ac.uk

Your Rights
Under the General Data Protection Regulation (EU) 2016/679 you have rights which you can access free of charge. For further information visit the IT Governance Website