

Privacy Policy

World Gymnastics Championships 2022 Volunteer Programme Privacy Notice

Liverpool City Council (LCC) are hosting what will be referred to in this Volunteer Privacy Policy as the World Gymnastics Championships Liverpool 2022 (WGC2022). Liverpool City Council (LCC) (“WGC2022”, “we“, “us“, or “our“) is committed to respecting your privacy and safeguarding your personal data. When you give us information about you, we are responsible for looking after that information and for telling you what we do with your personal data.

The purpose of this Volunteer Programme Privacy Notice is to set how the how and why we process your personal data, and what to expect from us. This Volunteer Programme Privacy Notice, together with our main Privacy Notice (which can be found at [World Gymnastics Championships Liverpool 2022 Privacy Notice](#) and which sets out more information about what we do with your personal data), applies to individuals who apply to, and participate in, the Volunteer Programme. Separately, if you wish to access the Volunteer Commitment/Pledge for the Volunteer Programme please click XXXXX

HOW TO CONTACT US

For any questions or issues in relation to this Volunteer Programme Privacy Notice, please write to our Data Protection Officer at:

Data Protection Officer,
Information Team
6TH floor
Cunard Building
Water Street
Liverpool City Council L3 1AH
Email: dpo@liverpool.gov.uk

WHAT INFORMATION DO WE COLLECT?

We will process the following personal data and sensitive personal data in order to administer an applicant's participation in the Volunteer Programme:

- **"Identity Data"** includes first name, last name, title, date of birth, age, gender, Identification Document (document type, number, date of expiry, issuing country),
- **"Image Data"** photographs, video footage;
- **"Profile Data"** includes your application log in username and password, your email address, your volunteering area preference
- **"Health and Accessibility Data"**: includes accessibility and medical information and requirements (including if a chaperone, carer, guide, or assistance dog is required), dietary requirements;
- **"Contact Data"**: includes residential address, email address, and telephone numbers, emergency contact information (if you provide us with information about other individuals (e.g. your next of kin), you confirm that you have informed the relevant individuals accordingly.);
- **"Skills and Experience Data"**: includes previous skills and experience, general skills and experience, technical sport experience, first aid qualifications and language skills;
- **"Driving History Data"**: includes if has full or valid licence and any motoring offences;
- **"Uniform Sizing Data"**: includes shirt, jumper and gender;
- **"EDI Data"** includes accessibility and disability information and ethnic origin

"Marketing and Communications Data" includes your consents and preferences in receiving marketing from us and our third parties and your communication preferences.

WHERE YOU HAVE PROVIDED CONSENT

We may use and process your personal information where you have consented for us to do so for the following purposes:

- to monitor the interest shown in World Gymnastics Championships Liverpool 2022; and b) to send you information about the World Gymnastics Championships Liverpool 2022, British Gymnastics and how to participate in gymnastics, Liverpool City Council events, Liverpool City Council Volunteer Programme and information about our sponsors and commercial partners
- to analyse the use of our website and to improve it.
- to contact you via email, text message, post or telephone with marketing information about WGC2022

Where required to comply with our LEGAL OBLIGATIONS

In order to carry out the required security and accreditation checks (Identity Data) of those individuals who have submitted applications to participate in the Volunteer Programme we may in some instances need to disclose your personal data to relevant central government, governmental agencies and departments, including the Home Office (ministerial department of the Government of the United Kingdom, responsible for immigration, security, and law and order) and the DVLA.

We will also appoint a third-party organisation to provide uniform sizing technology and store personal data (Uniform Sizing Data and Contact Data).

Catering (Health and Accessibility Data)- We will appoint a third-party organisation to provide catering to volunteers at venue.

Where there is a LEGITIMATE INTEREST

We may use and process your personal information where it is necessary for us to pursue our legitimate interests as a business for the following purposes:

- to communicate with you throughout the volunteer programme;
- to provide you with application support and allocate you to a suitable volunteer role
- to facilitate the provision of your skills and experience at this event
- to share data with our uniform supplier in order to provide uniforms to our successful applicants
- to share data with our catering supplier to ensure dietary requirements are met (where possible) for our successful applicants
- to publish, display, sell and distribute photos and video footage of the event by means of television, radio, film, printed media, internet (social media, digital channels and internet publicity) or any other media regarding World Gymnastics Championships Liverpool 2022 and for any promotional purposes connected with the application or volunteer programme as agreed with you.
- to perform administration tasks relating to the event planning and operational deliverables;
- to undertake background checks for security purposes for workforce
- to create a better understanding of you as a member of the workforce
- for network and information security in order for us to take steps to protect your information against loss or damage, theft or unauthorised access;

- to comply with a request from you in connection with the exercise of your rights (for example where you have asked us not to contact you for marketing purposes, we will keep a record of this on our suppression lists in order to be able to comply with your request);

We may also disclose your personal information to third parties from time to time if we are under a duty to comply with any legal obligation, as stated above under where required to comply with our Legal Obligations.

Data retention

We will retain your personal data as long as is necessary to provide the services to which you have subscribed, or where we have another legitimate and lawful reason to do so.

As the reason for retaining certain types of information varies, retention periods can vary significantly. Please contact our Data Protection Officer (DPO) if you require any further information on specific retention periods.

Future Volunteer Opportunities

If you also consent to receiving marketing information in relation to future volunteering opportunities from Liverpool City Council and/or British Gymnastics, then we will transfer your personal data with your consent, to the Liverpool City Council- City Wide volunteer programme and British Gymnastics (name and email address) in order for them to provide specific email communications related to such opportunities.

We regularly review and, where necessary, update our privacy information. If you want to know more about our service providers, please contact us using the details set out at the start of the Volunteer Programme Privacy Notice.