

SGB Training Programme

Data Terms and Conditions

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The SGB Training Programme is delivered by **sportscotland**. It's important you know how we will use any information collected as part of the administration of the programme.

What information and how will it be used

When you sign up for a training course, you will be asked to provide certain personal information, including:

- your name;
- your contact details, including your email address and telephone number;
- your SGB's name

By signing up for a course, you consent to your personal information being processed and used in the following ways, for example:

- the information will be shared with the course tutor and for contacting you as part of the administration of the training;
- to contact you as part of the evaluation of the programme;
- to inform your organisation of staff access and attendance and
- to research, develop and manage new and existing programmes and projects to promote sport.

Retaining Information

Following completion of the training course, we will only continue to hold information about you, if we have a legitimate reason for doing so.

How to contact us

For further information on how your information is used, how we maintain the secrecy of your information, and your rights to access information we hold on you, please write to SGBLD@sportscotland.org.uk