

Privacy Notice

This privacy notice was last updated on 10th February 2021

This privacy notice sets out the basis on which we collect and process your personal data through the use of our website, our digital applications, and/or signing up for newsletters and other marketing activities either in person or online.

Any changes we make to this policy in the future will be posted on this page so please check this page regularly.

Who We Are

The Commonwealth Games Association of the Isle of Man (“CGA”) is the Data Controller responsible for your personal data within the context of the data you choose to directly pass to us through our website, digital applications, marketing activities, by email, phone or face to face.

The Commonwealth Games Association of the Isle of Man will be what is known as the ‘Data Controller’ of the personal data you provide to us, and we will sometimes refer to ourselves in this notice as “we” or “us”. By Data Controller, this means the CGA determines the purposes and way in which any personal data are, or will be, processed.

Our registered office is at the National Sports Centre, Groves Road, Douglas IM1 2RB

If you have any questions about this privacy notice, the use of your personal information, your dealings with our website or our digital applications, you can contact us at iomcga@outlook.com

Our Principles of Data Protection

The CGA are committed to safeguarding the privacy of our website visitors and service users and complying with the General Data Protection Regulation and the Data Protection Act 2018.

Looking after the personal information you share with us is very important, and we want you to be confident that your personal data is kept safely and securely and to understand how we use it to offer you the best user experience.

We have published this notice to help you understand

- how and why we collect information from you;
- who we share your information with, why and on what basis; and
- what your rights are.

What information we collect and why?

Information you provide to us directly

When you visit or use some parts of our website and/or services we might ask you to provide personal data to us. For example we ask you for your contact information when you submit an enquiry, submit your CV, send in an application, give feedback, etc.

Where you are requested to fill in form (either online or offline), it's your choice as to which fields to complete and with what data.

If you don't want to provide us with your personal data you don't have to but it might mean you can't use some parts of our services.

Information we collect automatically

We collect some information about you automatically when you visit our websites or use our services, like your IP address and device type. We also collect information when you navigate through our website and digital applications such as what pages you looked at and what links you clicked on and so on. This information is useful as it helps us get a better understanding of how you use our websites and services so that we can continue to provide the best experience possible.

Some of this information is collected using cookies and similar tracking technologies. If you want to find out more, take a look at our cookie policy.

Information we get from third parties

The majority of information we collect, we collect directly from you. Sometimes we might collect personal data about you from other sources, such as publicly available materials. We may use this information to supplement the personal data we already hold on you, in order to better inform, personalise and improve our services and to validate the personal information you provide.

Where we collect personal data, we'll only process it:

- To perform a contract with you, or;
- Where we have legitimate interests to process the personal data and they're not overridden by your rights;
- In accordance with a legal obligation, or;
- Where we have your consent.

How do we use your information?

Laws governing Data Protection mean that we are allowed to use and share your personal data only where we have a proper reason to do so. The law says we must have one or more of these reasons and these are:

- Contract - your personal information is processed in order to fulfil a contractual arrangement
- Consent – where you agree to us using your information in this way
- Legitimate Interests - this means our interests in managing our activities to allow us to provide you with the best products and service in the most secure and appropriate way

e.g. to transfer your data to certain Third Parties in order to deliver you the requested service

- Legal Obligation – where there is statutory or other legal requirement to share the information e.g. when we have to share your information for law enforcement purposes.

Some of the information you provide to us may be transferred outside the European Economic Area. This is a transfer to a “third country”.

Whilst your data is held in UK, Ireland or Isle of Man data centres, our partners in third countries may access it to undertake services necessary for the fulfilment of our contracts and services.

We work with suppliers and partners who may make use of cloud and/or hosted technologies. We undertake data security due diligence on our partners and ensure that these partners conform to appropriate accreditations.

Wherever transfers of data to third countries occurs we will put in place an appropriate contractual provisions to ensure that there are strict rules regarding both the confidentiality and security of your information. To find out more please contact us at iomcga@outlook.com

Your Rights

Your personal data is protected by legal rights, which include your rights to object to our processing of your personal data; request that your personal data is erased or corrected; request access to your personal data.

For more information or to exercise your data protection rights, please contact us at iomcga@outlook.com

You also have a right to complain to the Information Commissioner’s Office, which regulates the processing of personal data.

How long we keep your information

If we collect your personal information, the length of time we retain it is determined by a number of factors including the purpose for which we use that information and our obligations under other laws.

We may need your personal information to establish, bring or defend legal claims. For this purpose, we will always retain your personal information for 7 years after the date it is no longer needed by us for any of the purposes listed under How we use your information above. The only exceptions to this are where:

- the law requires us to hold your personal information for a longer period, or delete it sooner;
- you exercise your right to have the information erased (where it applies) and we do not need to hold it in connection with any of the reasons permitted or required under the law;

- we bring or defend a legal claim or other proceedings during the period we retain your personal information, in which case we will retain your personal information until those proceedings have concluded and no further appeals are possible; or
- in limited cases, existing or future law or a court or regulator requires us to keep your personal information for a longer or shorter period.

Security

Security is a priority for us when it comes to your personal data. We're committed to protecting your personal data and have appropriate technical and organisational measures in place to make sure that happens.

What are your rights

You are entitled to request the following from us; these are called your Data Subject Rights and there is more information on these on the Information Commissioners website www.ico.org.uk

- Right of access –to request access to your personal information and information about how we process it
- Right to rectification –to have your personal information corrected if it is inaccurate and to have incomplete personal information completed
- Right to erasure (also known as the Right to be Forgotten) – to have your personal information erased. Email iomcga@outlook.com
- Right to restriction of processing – to restrict processing of your personal information
- Right to data portability - to electronically move, copy or transfer your personal information in a standard form
- Right to object - to object to processing of your personal information
- Rights with regards to automated individual decision making, including profiling – rights relating to automated decision making, including profiling
- If you have any general questions about your rights or want to exercise your rights please contact iomcga@outlook.com

You have the right to lodge a complaint with a data protection regulator in Europe, in particular in a country you work or live or where your legal rights have been infringed. The contact details for the Information Commissioner's Office (ICO), the data protection regulator in the UK, are available on the ICO website www.ico.org.uk where your personal information has or is being used in a way that you believe does not comply with data, however, we encourage you to contact us before making any complaint and we will seek to resolve any issues or concerns you may have.

Cookies Policy

To comply with the Privacy and Electronic Communications Regulations we periodically conduct a Cookie Audit of our website. This Cookie Audit was last updated on 10th February 2021.

Our website uses a number of cookies to store data on our visitor's computers.

To find out how to control the cookies that are created on your device please see this page. To find out how to delete cookies please see this page. For more information about managing cookies, please see <http://www.aboutcookies.org/>

Cookies created by this website

This website creates a number of cookies, which are referred to as first party cookies as they are specific to the host site that created them. All the first-party cookies which are created do not store any personal or sensitive information, or anything that makes you personally identifiable to us. They are used for essential functionality such as security when processing form data or for analytics which helps us use anonymous visitor data to gain a better understanding of how people use our website.

There are two types of cookie you may encounter when using this website:

- **First party cookies:** these are our own cookies, controlled by us and used to provide information about usage of our site.
- **Third party cookies:** these are cookies found in other companies' internet tools which we are using to enhance our site, for example Facebook or Twitter have their own cookies, which are controlled by them.

The table below explains the cookies we use and why:

Cookie	Name	Purpose	More Information
Google Analytics	__utma__utmb__utmc__utmz__utmv__utmx	These cookies are used to collect information about how visitors use our site. We use the information to compile reports and to help us improve the site. The cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from and the pages they visited.	An overview of privacy at Google

Full details of the cookies which Google Analytics uses can be found in Cookies & Google Analytics in documentation for Google's Analytics tracking code. You can also read Google's Privacy Policy for Google Analytics.

We don't share the data that Google Analytics collects, and we don't believe that our use of Google Analytics is privacy-intrusive. We use the data that is collected in the following ways:

- to report, in aggregate, how our visitors find and use our website;
- to understand overall visitor behaviour; and
- to inform how we update and improve our website.

To opt out of our use of Google Analytics you may wish to consider using the Google Analytics Opt-out Browser Add-on.

Cookies created by external services

In addition to our first-party cookies, you may be served one or more of the following third-party cookies during your visit to our website. By using our website we'll assume that you are happy to receive all cookies on our website, but we have provided information at the top of this page on how you can set your browser to prevent cookies being created.

Third party cookies are cookies created by an external service when you use a page on our website. These cookies are specific to the third-party's domain and accordingly the data held in them can be seen and managed by the third party and not by us. We control whether or not we use the third-party service with our website, and how it is integrated and presented on our website. We do not have control over the cookies themselves. We carefully select 3rd party services to use on our website; ones that are not likely to abuse your privacy according to the terms of their privacy policies.

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YouTube

We may use YouTube to host video content. When you view a web page on our site with an embedded YouTube video, YouTube creates at least three cookies: VISITOR_INFO1_LIVE, use_hitbox, and PREF. In some circumstances you may also find an additional GEO cookie. We use the YouTube service as a convenience for our visitors, and we use it on the basis that Google adheres to its privacy policy.

Other cookies

From time to time we may use additional external services on our website which may create cookies on your device. As we add new services or make changes that use cookies, we will update this cookie policy with the details.

If you have any concerns about the cookies we create or the way we aim to attain consent from you, please contact us and we'll be happy to answer your questions.