



# Data Protection Policy

**Effective Date: 25/03/2023**

## 1. Introduction

At The O.T.M.S Foundation Ltd we are committed to protecting the privacy and personal data of our website users and stakeholders. This Data Protection Policy outlines our approach to data protection and explains how we collect, use, disclose, and protect personal information obtained through our website. This policy is designed to comply with the General Data Protection Regulation (GDPR) and other relevant data protection laws in the United Kingdom.

## 2. Scope

This policy applies to all personal information collected through our website, including but not limited to visitors, participants, employees, volunteers, and any other individuals who interact with our website.

## 3. Data Collection and Use

### ***3.1 Personal Information Collected***

We may collect the following types of personal information from website users:

- Contact information (such as name, email address, phone number, and postal address)
- Date of birth
- Gender
- Medical information (only if relevant to the services we provide)
- IP address and location data
- Cookies and usage data
- Any other information voluntarily provided through online forms, surveys, or user interactions

### ***3.2 Purpose of Data Collection and Use***

We collect and use personal information for the following purposes:

- To respond to inquiries, provide information, and communicate with website users
- To process registrations, bookings, and payments
- To personalise user experiences and deliver relevant content
- To improve our website, products, and services
- To comply with legal obligations and protect our rights and interests
- To conduct research and analytics
- To send newsletters, marketing communications, and updates (with explicit consent, where required)
- To maintain records and fulfil our obligations as a mental health sports organisation

## **4. Legal Basis for Processing**

We rely on the following legal bases for processing personal information:

- The performance of a contract or agreement with the individual (e.g., to fulfil a registration or booking)
- Compliance with legal obligations (e.g., record-keeping requirements)
- Legitimate interests pursued by the O.T.M.S Foundation Ltd or a third party, provided that such interests are not overridden by the individual's rights and interests
- Consent, where explicitly obtained for specific purposes (e.g., receiving marketing communications)

## **5. Data Retention**

We retain personal information only for as long as necessary to fulfil the purposes for which it was collected, or as required by applicable laws and regulations. The retention period may vary based on the type of information and its legal, financial, or operational requirements.

## **6. Data Security**

We are committed to ensuring the security of personal information and have implemented appropriate technical and organisational measures to protect against unauthorised access, disclosure, alteration, or destruction of data. These measures include secure data storage, access controls, encryption, regular backups, and staff training on data protection.

## **7. Disclosure of Personal Information**

We may share personal information with third parties in the following circumstances:

- With service providers and partners who assist us in delivering our services (e.g., payment processors, IT support)
- When required by law or to comply with a legal obligation
- With your explicit consent for specific purposes

We do not sell, rent, or lease personal information to third parties for marketing purposes.

## **8. International Data Transfers**

If personal information is transferred to or accessed from countries outside the European Economic Area (EEA), we will ensure adequate safeguards are in place to protect the privacy and security of the data in accordance with applicable data protection laws.

## **9. Your Rights**

As a website user, you have certain rights regarding your personal information, including:

- The right to access, rectify, or delete personal information we hold about you
- The right to restrict or object to the processing of your personal information
- The right to data portability
- The right to withdraw consent (where applicable) without affecting the lawfulness of processing based on consent before its withdrawal
- The right to lodge a complaint with the relevant data protection authority

To exercise your rights or if you have any questions or concerns about our data protection practices, please contact us using the details provided in Section 11.

## **10. Cookies**

Our website may use cookies and similar tracking technologies to enhance user experiences, analyse website traffic, and personalise content. You can control cookies through your browser settings and opt-out of non-essential cookies.

## **11. Contact Information**

If you have any questions, requests, or concerns regarding this Data Protection Policy or our data protection practices, please contact us at:

The O.T.M.S Foundation Ltd  
71-75 Shelton Street Covent Garden London WC2H 9JQ  
info@theotmsfoundation.com

## **12. Updates to the Policy**

We may update this Data Protection Policy from time to time to reflect changes in our data protection practices or legal requirements. The most recent version of the policy will be posted on our website, and the effective date will be indicated