

DATA PORTABILITY POLICY

1. Purpose

- 1.1 This document sets out our policy regarding the right of individuals to data portability. The right to data portability means that you have the right to obtain and reuse your personal data for your own purposes across services.

2. When do you have a right to request data portability?

- 2.1 The right to data portability only applies:
- a) to personal data you have provided to us;
 - b) where the processing is based on your consent or for the performance of a contract; **and**
 - c) when processing is carried out by automated means.

3. Does Eastlands Trust carry out automated processing?

- 3.1 Eastlands Trust does not currently carry out any automated processing, and so the right to request data portability does not apply to the personal data that we hold.

4. Will we record any requests for data portability?

- 4.1 We will make a record of any request for data portability that we receive, to enable us to us to monitor any trends and identify any service level issues. We will keep this record in accordance with our Data Retention Policy.

5. Our complaints procedure

- 5.1 If you are not satisfied by our actions in relation to the principles around data portability, you can seek recourse through our internal complaints procedure, the Information Commissioners Officer, or the courts.
- 5.2 Our Chief Operating Officer will deal with any written complaint about the way a request has been handled and about what information has been disclosed. The Chief Operating Officer can be contacted at:

Eastlands Trust
Head Office
National Squash Centre
Etihad Campus
Manchester
M11 3FF
Telephone: 0161 974 7837

Eastlands Trust

Head Office: c/o National Squash Centre & Regional Arena,
Etihad Campus, Gate 13, Rowsley Street, Manchester M11 3FF

Company Registration no.: 03747112

- 5.3 If you remain dissatisfied, you have the right to refer the matter to the Information Commissioner. The Information Commissioner can be contacted at:

Information Commissioner's Office Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone: 01625 545 745
Fax: 01625 524 510
Email: enquiries@ico.gsi.gov.uk

Next annual review date: 1st April 2019

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