

## **Privacy Notice for parents/guardians**

Under data protection law, individuals have a right to be informed about how the company uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about you and your child. Sports Camps NE is the 'data controller' for the purposes of data protection law.

Sports Camps NE is committed to protecting and respecting your privacy. We take the issue of your privacy seriously. Please read this statement carefully to see how we will treat any personal information that you provide us with when you complete a booking form or an online booking. It is necessary for Sports Camps NE to hold and process information about your child in order to register with a club or holiday camp. We take all reasonable care to keep this information secure and to prevent any unauthorised access to or use of it. We process information in accordance with the applicable UK data protection legislation. For any personal data you provide for the purposes of joining a club or holiday camp, Sports Camps NE is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way. Coaches do not need to carry these details with them during the club or holiday camp but information is kept in a secure place. The online booking system we use is secure and also in compliance with the data protection legislation.

### **What personal data we hold on you**

You may give us information about you by filling in forms or online, or by corresponding with us by phone, e-mail or otherwise. The information you give us may include your name, child's name, date of birth, address, e-mail address and phone number. We may also ask for relevant health information including any allergies your child may have. You must provide all the information that is relevant to the administration process. We may take photographs and videos of the children participating in our courses, to which you have consented as part of the application and booking process. If you contact us, we may keep a record of that correspondence. We may also ask you to complete surveys that we use for research purposes, although you do not have to respond to them.

## **Why we need your personal data 'legal basis'**

The reason we need your data is to be able to administer your booking, and to provide each coach with the correct medical information of your child. Our lawful basis for processing your personal data is that we have a contractual obligation to you to provide the services you are consenting to.

## **Reasons we need to process your data include:**

For club or holiday camp registration:

- processing of booking and consent forms and payments;
- club newsletter promoting club activity

Marketing and communications (where separate consent is provided)

- sending information about upcoming clubs and holiday camps
- sending information about selling merchandise

Any special category health data we hold on your child is only processed for the purpose of passing health data to coaches to allow the safe running of training sessions. We process this data on the lawful basis of consent. Therefore, we will also need your explicit consent to process this data, which we will ask for at the point of collecting it.

The company has a Sports Camps NE Facebook page, which parents can follow. If you join one of the Social Media pages, please note that the provider of the social media platform(s) have their own privacy policies and that the company do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data on the company social media pages. We will not share any names of children on this page without consent.

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

## **How we store this data and how long we hold your personal data**

We will hold your personal data on file for as long as your child is at their current school. We may also keep it beyond their attendance at our club if this is necessary in order to comply with our legal obligations. Any personal data we hold on you will be securely destroyed after five years of inactivity. Your data is not processed for any further purposes other than those detailed in this policy. For online bookings, data is deleted if the attendee has not booked for the last 8 months. However, you can request for your data to be erased and can request to see the data we hold on you by contacting the company director, Chris Towers or Matthew Lawn, on the emails below.

## **Who we share your personal data with**

The company does not supply any personal data it holds for this purpose to any other third party. The only third party we use is for personal communication services which include Class for Kids and bulk sms messaging. We use Class for Kids service and sms text service to send information about future holiday camps/clubs. These services only store your name and contact details along with the clubs your child attends and will hold the information until your child leaves their current school as stated above. All these services are managed securely by coaches.

## **Your rights regarding your personal data**

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office, about the processing of your personal data.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact the company director, Chris Towers or Matthew lawn.

As a data subject you are not obliged to share your personal data with the company. If you choose not to share your personal data with us we may not be able to register your booking. Please note, that the only data we hold on you and your child is the data you supply on the club booking form.

### **Other rights**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to “send direct” marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact the company director.

## **Complaints**

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance. To make a complaint, please contact the company director, Chris Towers or Matthew Lawn.

## **Updating your information**

In the event of a change to your personal information, e.g. contact details, please let us know by emailing the company director at [Chris@footballsquirts.co.uk](mailto:Chris@footballsquirts.co.uk) or [Info@footballsquirts.co.uk](mailto:Info@footballsquirts.co.uk).