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## Policy – Data Protection

The purpose of this policy is to clarify how the new regulations affect you and how we process the information we hold about our students.

### What is GDPR?

The General Data Protection Regulation (GDPR) is the new law that will apply to all organisations, including schools, from 25<sup>th</sup> May 2018. It will replace the Data Protection Act 1998 (DPA 1998) which governs the way organisations process personal data about people (students, employees etc.), and the legal rights that individuals have in relation to that data.

The GDPR requires more transparency on the personal data which companies collect and hold; it also gives individuals the right to view their data, and rectify any information where necessary.

### What student information do we collect and use?

To fulfil our duties as a Club we need to process a lot of personal data about our students and, by connection, their parents.

The categories of student information that we process include:

- Personal identifiers and contacts (such as name, age, parent and carer contact details and address).
- Medical information, such as: allergies and medication.

We collect and use student information, for the following purposes:

- a) To ensure they're in the age appropriate classes
- b) To communicate events and information to parent/s and carers.
- c) To monitor their progress within the Sport.
- d) To monitor attendance for billing purposes.
- e) To keep children safe (food allergies, or emergency contact details)
- f) To meet the statutory duties placed upon us for regulated data collections

Student data is essential for the Club's operational use. Whilst the majority of Student information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain Student information to us or if you have a choice in this.

### Who we share Student information with

- Only with their legal guardians.

### Requesting access to your personal data

Under data protection legislation, parents and Students have the right to request access to information about them that we hold.

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress

- Prevent processing for the purpose of direct marketing
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- A right to seek redress, either through the Information Commissioner's Office (ICO), or through the courts

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the ICO at

<https://ico.org.uk/concerns/>.

#### **What next?**

In the next few weeks, we will be writing to you to confirm that the personal data which we hold is correct and (where necessary) to request specific permission to hold and process that data which is collected on a voluntary basis.