



PSCL Data Protection Policy

As in the Data Protection Act 1998 (the Act), for the purposes of this policy Primary Sports Coaching Limited is the 'data controller'; 'personal data' means data which relate to a living, identifiable individual; 'data subject' means the individual who is the subject of the personal data; and 'processing' means anything done to the personal data including simply holding it.

Primary Sports Coaching Limited collects and uses certain types of personal data about children, parents and other individuals who come into contact with the company in order provide information about services that we provide. These services include holiday courses and after school clubs. Parents/carers may also be contacted with regards to late payments for services that their child has attended.

This policy is intended to ensure that personal data are processed in accordance with the Act and other related legislation. It applies to personal data regardless of the way they are used, recorded and stored and whether they are held in paper files or electronically.

The Act contains eight data protection principles of good information handling which must be followed at all times. They require data controllers to ensure that:

- 1. personal data are processed fairly and lawfully;**
- 2. personal data are obtained only for one or more specified and lawful purposes;**
- 3. personal data are adequate, relevant and not excessive in relation to the purpose(s) for which they are processed;**
- 4. personal data are accurate and where necessary kept up to date;**
- 5. personal data processed for any purpose(s) shall not be kept for longer than is necessary for that purpose;**
- 6. personal data are processed in accordance with the rights given to data subjects under the Act;**
- 7. appropriate technical and organisational measures are taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data; and**
- 8. personal data are not transferred to a country outside the EEA, unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.**

Primary Sports Coaching Limited is committed to complying with these principles at all times.

This means that the company will:

- tell you what purposes we will use personal data for when we collect them;
- tell you if personal data will be shared, as well as telling you why, with whom and under what circumstances;
- check the quality and accuracy of the personal data we hold;
- ensure that personal data are not held for longer than is necessary;
- ensure that when personal data are authorised for disposal it is done appropriately;
- ensure appropriate security measures are in place to safeguard personal data, whether they are held in paper files or on our computer system;
- share personal data with others when it is necessary and legally appropriate to do so;
- set out clear procedures for responding to requests from data subjects who want access to the personal data we hold about them. These requests are known as 'subject access requests'.
- train our staff so that they are aware of our policies and procedures.

Any person whose details are held by our School is entitled, under the Data Protection Act, to ask for a copy of all information held about them (or child for which they are responsible).

When a request is received it must be dealt with promptly; a response must be provided as soon as possible and within 7 working days.

This policy will be updated as necessary to reflect best practice or amendments made to the Act.