



### **Privacy Notice WHO WE ARE**

Passmaster Coaching is a sports coaching organisation in Shropshire. We work within schools delivering curriculum time PE lessons, lunch time clubs and after school clubs. We also run weekly open football academies for boys and girls ages 4-11 of all abilities, football themed birthday parties, 121 coaching and school holiday camps. We gather and process your personal information in accordance with this privacy notice and in compliance with the General Data Protection Regulation (GDPR). This notice provides you with the necessary information regarding your rights and obligations and explains how, why and when we collect and process your personal data.

### **DATA PROTECTION PRINCIPLES**

We will comply with data protection law. This law requires that the personal information that we hold about you is:-

1. Used lawfully, fairly and in a transparent way
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
3. Relevant to the purposes that we have explained to you and is limited only to those purposes
4. Accurate and kept up to date
5. Kept only as long as is necessary for those purposes
6. Kept securely

The Website may contain links to other websites over which we have no control. We are not responsible for the privacy policies or practices of other websites to which you choose to link from the Websites.

Please remember that if you post any of your personal information in public and/or Social Network areas of the Websites, such as in online forums or chat rooms, such information may be displayed to other users of these services and may be collected and used by others over whom we have no control. We are not responsible for the use made by third parties of information you post or otherwise make available in public areas of the Websites.

We also gather or may gather certain information about your use of our site, such as what areas you visit and what services you access. Moreover, there is information about your

computer hardware and software that we collect or may collect. This information can include, without limitation, your IP address, browser type, domain names, access times, your name and email address which has been collected via social media (Twitter, LinkedIn and Facebook) and referring website addresses.

### **HOW WE USE YOUR PERSONAL DATA (LEGAL BASIS FOR PROCESSING)**

Passmaster Coaching takes your privacy very seriously and will never disclose, share or sell your data without your consent, unless required to do so by law. We only retain your data for as long as is necessary and for the purposes specified in this notice. Where you have consented to us contacting you with our services, you are free to withdraw consent at any time. The purposes and reasons for processing your personal data are detailed below:

We collect your personal data to provide our services, access our activities, register your child's attendance, access to online content, to provide you with information about our services and to deal with your requests and enquiries. We also collect your data to provide administration services such as password reminders.

The personal information we collect on the website includes:

Full Name of parent/guardian

Email of parent/guardian

Password

Address of parent/guardian

Home telephone number of parent/guardian Mobile telephone number of parent/guardian

Emergency Telephone number

Name of child

Name to be used at club

Date of Birth of child

Gender of child

School child attends

Child's Class

Ethnicity of child

Child's Religion

Name, relation and contact number for authorised adults permitted to collect child/children

Name, address and telephone number of doctor and health visitor

Details of any significant health issues Record of Immunisation

Debit/Credit card payment information

### **YOUR RIGHTS**

You have the right to access any personal information that Passmaster Coaching holds and to request information about:

What personal data we hold about you

The purposes of the processing

The categories of personal data concerned

The recipients to whom the personal data has/will be disclosed How long we intend to store your personal data for

If we did not collect the data directly from you, information about the source

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to update/correct it

as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing in accordance with data protection laws, as well as to object to any direct marketing from us and to be informed about any automated decision-making that we use.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the relevant request; this is to ensure that your data is protected and kept secure.

### **SHARING AND DISCLOSING YOUR PERSONAL INFORMATION**

We do not share or disclose any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement.

### **SAFEGUARDING MEASURE**

Passmaster Coaching takes your privacy seriously and we take every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction and have several layers of security measures in place. Details of these are available on request.

### **HOW LONG WE KEEP YOUR DATA**

Passmaster Coaching only ever retains personal information for as long as is necessary and we have strict review and retention policies in place to meet these obligations. We are required under UK tax law to keep your basis personal data (name, address, contact details) for a minimum of 6 years after which time it will be destroyed.

Where you have consented to us using your details for direct marketing, we will keep such data until you notify us otherwise and/or withdraw your consent.

### **SPECIAL CATEGORIES DATA**

Owing to the services that we offer Passmaster Coaching sometimes need to request sensitive personal information. Where we collect sensitive personal data, we will only request the information required for the specified purpose and always ask for your explicit consent. You can modify or remove consent at any time, which we will act on immediately, unless there is a legitimate interest or legal reason for not doing so.

### **CHANGES TO PRIVACY NOTICE**

If we decide to change our Privacy Notice for the Website, we will post those changes here so that you will always know what information we gather, how we might use that information, and to whom we will disclose it. If at any time, you have questions or concerns about this Privacy Notice, please feel free to e-mail [stevepassmastercoaching@gmail.com](mailto:stevepassmastercoaching@gmail.com). We welcome your comments concerning this Privacy Notice. If you believe that we have not adhered to this notice, please contact us by e-mailing us at [stevepassmastercoaching@gmail.com](mailto:stevepassmastercoaching@gmail.com)