



DATA PROTECTION POLICY

May 2018

Cheertots, JB Cheer and Dance Academy

JB Sports and Dance Ltd Data Protection Policy

Our Commitment:

JB Sports and Dance is committed to the protection of all personal and sensitive data for which it holds responsibility as the **Data Controller** and the handling of such data in line with the data protection principles and the Data Protection Act (DPA).

<https://ico.org.uk/for-organisations/guide-to-data-protection/data-protectionprinciples/>

Changes to data protection legislation (GDPR May 2018) shall be monitored and implemented in order to remain compliant with all requirements.

The Member of staff responsible for data protection is Jillian Blowman (Managing Director). However, all employees of JB Sports and Dance LTD must treat all information (camp bookings, class bookings, school bookings) in a confidential manner and follow guidelines as set out in this document.

JB Sports and Dance Ltd committed to ensuring that its staff are aware of data protection policies, legal requirements and adequate training is provided to them.

The requirements of this policy are mandatory for all staff employed by JB Sports and Dance LTD.

Legal requirements

Under data protection law (GDPR Act of 2018) , individuals have a right to be informed about how JB Sports and Dance Ltd uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This Privacy notice explains how we collect, store and use personal data about children that attend our Dance and Cheer Camps, Cheer Academy or Cheertots classes.

We, JB Sports and Dance Ltd are the "data controller" for the purposes of data protection law. Our data protection officer is Jillian Blowman , jillianblowman@jbsportsdance.co.uk . However, all employees of JB Sports and Dance LTD must treat all information (camp bookings, class bookings, school bookings) in a confidential manner and follow guidelines as set out in this document.

Managing Data Protection

We will ensure that our details are registered with the Information Commissioner.

What Personal data do we hold?

Personal data that we may collect, use, store and share (when appropriate) about our students/children includes, but is not restricted to:

1. Contact details, Contact preferences, date of birth, identification documents
2. Characteristics, such as special educational needs
3. Details of any medical conditions, including physical and mental health
4. Safeguarding information
5. Photographs
6. Attendance information

Why do we use this data?

We use this data for:

- Staff administration
- Accounts and records
- Advertising, marketing and public relations
- Journalism and media
- Carry out research
- Comply with the law regarding data sharing
- Assess the quality of our services
- Provide appropriate care

Data Protection Principles

In terms of the GDPR Act of 2018, which came into effect on 1st of May 2018, we are the 'data controller', and as such determine the purpose for which, and the manner in which, any personal data are, or are to be, processed. We must ensure that we have:

1. Fairly and lawfully processed personal data

JB Sports and Dance Ltd will always put our logo on all paperwork, stating their intentions on processing the data and state if, and to whom, we intend to give the personal data. Also provide an indication of the duration the data will be kept.

2. Processed for limited purpose

3. We will not use data for a purpose other than those agreed by data subjects JB Sports and Dance Ltd . If the data held by us are requested by external organisations for any reason, this will only be passed if data subjects JB Sports and Dance Ltd, JB Cheer Academy and Cheertots agree. Also external organisations must state the purpose of processing, agree not to copy the data for further use and sign a contract agreeing to abide by GDPR Act of 2018, which came into effect on 1st of May 2018 and JB Sports and Dance Ltd.

3. Adequate, relevant and not excessive

The Association will monitor the data held for our purposes, ensuring we hold neither too much nor too little data in respect of the individuals about whom the data are held. If data given or obtained are excessive for such purpose, they will be immediately deleted or destroyed.

4. Accurate and up-to-date We will provide our members JB Sports and Dance Ltd with a copy of their data once a year for information and updating where relevant. All amendments will be made immediately and data no longer required will be deleted or destroyed. It is the responsibility of individuals and organisations to ensure the data held by us are accurate and up-to-date. Completion of an appropriate form (JB Sports and Dance Ltd) will be taken as an indication that the data contained are accurate. Individuals should notify us of any changes, to enable personnel records to be updated accordingly. It is the responsibility of the Association to act upon notification of changes to data, amending them where relevant.

5. Not kept longer than necessary

We discourage the retention of data for longer than it is required. All personal data will be deleted or destroyed by us after one year of non - membership has elapsed.

6. Processed in accordance with the individual's rights

All individuals that the Association hold data on have the right to:

- Be informed upon the request of all the information held about them within 40 days.
- Prevent the processing of their data for the purpose of direct marketing. • Compensation if they can show that they have been caused damage by any contravention of the Act.
- The removal and correction of any inaccurate data about them.

7. Secure

Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of data. All Association computers have a log in system and our Contact Database is password protected, which allow only authorised staff to access

personal data. Passwords on all computers are changed frequently. All personal and financial data is kept in a locked filing cabinet and can only be accessed by the Managing Director (Jillian Blowman) When staff members are using the laptop computers out of the office care should always be taken to ensure that personal data on screen is not visible to strangers.

8. Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Data Access Requests (Subject Access Requests):

All individuals whose data is held by us, has a legal right to request access to such data or information about what is held.

Parents/Carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12) , or where the child has provided consent.

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
- Give you a copy of the information in an intelligible form

If you would like to make a request, please contact our data protection officer.

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, distress
- Prevent it being sent 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

Complaints

We at JB Sports and Dance Ltd take 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, contact our data protection officer.

Data Protection Officer – Jillian Blowman , jillianblowman@jbsportsdance.co.uk ,
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