

# Privacy policy - Parents & Children

## Onside Coaching



**Approved by:** Richard Butler

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## **Privacy notice for parents and children**

Under data protection law, individuals have a right to be informed about how we use 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 **children**.

We, Onside Coaching (Childcare & PE) Ltd, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Adrian Bevan (see 'Contact us' below).

## **The personal data we hold**

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

- Name
- Date of birth
- Gender
- School information - name, contact details, year group and class
- Details of any medical conditions or special needs
- Details of any medication including dosage
- Safeguarding information
- Parent/carer contact details and contact preferences
- Attendance information at extra-curricular courses or clubs (holiday camps, after-school clubs)
- Details of any injuries or incidents incurred at these courses
- Assessment and performance data

## **Why we use this data**

We use this data to:

- Help us provide the services to which the child has enlisted
- Protect children's welfare
- Assess the quality of our services
- Support children's specific needs
- Monitor and report on child progress

## **Our legal basis for using this data**

We only collect and use childrens' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process children' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use children' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using children' personal data overlap, and there may be several grounds which justify our use of this data.

## **Collecting this information**

While the majority of information we collect about children is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

## **How we store this data**

We will normally keep information relating to children indefinitely, providing that they are currently receiving a service from us whether through their school or parent/carer. Once deemed 'inactive' we will retain the data for a period of 2 years, after which it will be securely deleted with the exception of any incident or injury reports which we are legally obliged to retain for a minimum of 7 years.

## **Data sharing**

We do not share information about children with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about children with:

- *Our local authority - to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions*
- *The Department for Education*
- *The child's family and representatives*
- *Educators and examining bodies*
- *Our regulator [Ofsted]*
- *Central and local government*
- *Health authorities*
- *Health and social welfare organisations*
- *Police forces, courts, tribunals*

## Transferring data internationally

We will not share your data with bodies outside of the European Economic Area.

## Parents and children' rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that we hold about them.

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.

Parents also have the right to make a subject access request with respect to any personal data we hold about them.

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 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 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 our data protection officer.

## 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 our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

Richard Butler

01926 496 406

[privacy@onsidecoaching.co.uk](mailto:privacy@onsidecoaching.co.uk)