



EDUCATE-MOTIVATE-PARTICIPATE

SportsCool / Total Dance

PRIVACY NOTICE FOR OUR JUNIOR PARTICIPANTS

We at the SportsCool / Total Dance want to make sure all the personal details we hold about you are safe and secure, so we have put together this note to tell all of our junior participants, *whether you are a player/participant or simply a fan of the sport*, how we make sure we just do that and what to do in case you have any questions for us or want to see what information we have. We are, what is known as, **a data controller**. This means we have control over how your details are used and who we pass them to.

Sometime organisations like ours need to appoint an individual called a “**Data Protection Officer**” to make sure that we are being very careful with your information. Our Data Protection Officer is called Andy Preston and can be contacted on andy@sportscool.

WHAT TYPE OF DETAILS DO WE COLLECT FROM YOU?

We might collect the following **personal details** about you before, during or after your time as a member, such as;

- details of how we can contact you, such as your name, email address, where you live and phone number;
- your birthday;
- your gender;
- medical conditions;
- records that tell us when you were at our events, workshops or competitions;
- videos and photos of you;

1. WHERE DO WE GET THIS INFORMATION FROM?

We will normally collect personal information about you when your parent / guardian completes a consent form for you to attend one of our clubs, on our website at www.sportscool.org or when your parent/guardian wants to talk to us on the phone, e-mail, text or in some other way.

We may also collect personal information about you when you attend one of the events or workshops run by us or one of our partner organisations.

2. HOW DO WE USE YOUR INFORMATION?

Purpose	Personal information used	Lawful basis
To make sure any membership you have with us runs smoothly and we can provide the very best service for you.	All contact and membership details, any chats we have had and your likes and dislikes.	We need all this information to make sure we do a good job in managing your membership with us.
To send you information we think you might like or which you have asked us to send to you.	All contact [and [membership] details and your likes and dislikes.	Only where you have told us you want to receive this type of information. If you are under the age of 13 your parent or guardian must have given their consent to allow us to send you marketing messages.



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To help you if you have a question or you are not happy with something we have done.	Contact details and any chats we have had.	It is in our interests to make sure we deal with any issues you have quickly.
We occasionally carry out research on what events you have attended to understand what is 'on trend'.	Details of the events and workshops you have attended.	It is in our interests to make sure that our events are targeted and relevant for you.
To promote sport and events in the Region.	Any photos or videos of you.	Only where you have told us you are happy to use our photos. A parent / guardian must sign one of our photo consent forms
To make sure we are keeping up with health and safety.	Details of the events and workshops you have attended.	It is in our interests to make sure we provide you and others like you with a safe place to play your sport. Sometimes we may have to keep your details because the law tells us we have to.
We might use details about your health (including any injuries or disability) to make sure you are well enough to participate in any events we or our partners run	Details about your health.	We will only use this ' special information ', on the basis of one of the ' special reasons ' we talked about above. A parent / guardian has the opportunity to complete this on any of the consent forms to ensure we aware of on medical conditions.
To make sure we are fairly offering opportunities to everyone.	Name, your birthday, gender, information which part of the world you or your family are from, details about your health and performance.	It is in our interests to make sure we provide you and others like you with the same opportunity to get into sport no matter who you are and where you come from If we use any ' special information ', we will only do so on the basis of one of the ' special reasons ' we talked about above.
To register you on to and keep track of any events you attend.	Contact details and details of the events you have attended.	We need all this information to make sure we do a good job in managing our events and ensuring that they are targeted and relevant for you.
To provide you with the service / products you have ordered from us.	All contact and membership details.	We need all this information to make sure you get the services you ordered.



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In some cases we might need the information you have given us to make sure we can do what we say we are going to do with your details. Other times, we may not need it, but if we don't have it, we may not be able to provide you with the best possible service.

If you have told us we can use your information in a certain way, you can tell us to stop using it at any time, by contacting andy@sportscool.org

3. HOW CAN YOU STOP US FROM MARKETING TO YOU?

Sometimes we may wish to contact your parent/guardian by email, post or text message to tell you about things we think you might like. We will only do this if you have told us you are happy to receive these messages and you can tell us to stop at any time by emailing marketing@sportscool.org

Also look out for the link at the bottom of any messages we send you which will also put a stop to any messages.

4. WHO ELSE MAY USE YOUR DETAILS?

We aim to never pass your details on to any 3rd parties. However, we may send your details to others to help us run our organisation. These are:

- **To any regional or governing body:** to help us to improve and keep an eye on developments in the sport.
- **Organisations that provide services to us:** such as marketing specialists, the people who carry out research for us, computer services etc
- **Any of the SportsCool / Total Dance companies**
- **The Government or our regulators:** where the law tells us to do so or to help them with any investigations.
- **Police, law enforcement and security services:** to help them with any investigation, prevention of crime or matter of national security.

5. ARE YOUR DETAILS SAFE?

We have put in place lots of security measures to make sure your details don't go missing or get used in a way they shouldn't be. We have a great team of people working with us who aim to do their best and know how to use your details securely and will only use your details when and how we tell them to.

Did you know that all 'data controllers' based in the European Union and the UK like us are subject to laws that make sure that your personal details are safe? That is why we don't share your personal details to anyone outside of the UK and the European Union

HOW LONG DO WE KEEP PERSONAL INFORMATION FOR

We collect personal details from you for different reasons and so we might keep it for different lengths of time. For example, we might have to keep it for a long time for legal reasons, but most of the time, we will keep your details for 7 years or until you leave Primary School.

It is important to make sure that the details we hold about you is accurate and up-to-date, so make sure you let us know if anything like your email address or phone number changes. You can normally do this by contacting marketing@sportscool.org

6. WHAT ARE YOUR RIGHTS?

Did you know you can ask us to do lots of things with your details?

You can ask us:

- to tell you how your details are being used;
- to provide you with a copy of all details we hold on you;
- to correct some of the details we hold if they are not correct or out of date like your contact details for example;
- to delete all of the details we hold on you (unless we have a good reason not to!);
- to stop using your details in a certain way;
- to send your details to you or another organisation like any club you play at for example; and



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- [to stop making decisions about you using automated technologies which analyse your personal details e.g. performance software]

Some of the rights may not always apply to the personal details we hold for you as there are sometimes requirements and exemptions attached which means we need to hold on to certain information and other times the rights may not apply at all.

DON'T FORGET though, if you have told us we can use your information in a certain way and you would like us to stop, you can tell us to stop at any time and you can always tell us to stop sending you marketing messages. More information about these rights can be found online here <https://ico.org.uk/for-the-public/>. If you have any questions or are unhappy about something, please contact us at marketing@sportscool.org

7. **WHAT HAPPENS IF WE NEED TO CHANGE THIS NOTICE?**

Keep an eye out for changes to this notice online. If we make big changes the version date at the bottom of the notice will be updated. Of course where we are required to do so by law, we will ask for your permission before we change the reason for using your details.

8. **HOW CAN YOU GET IN TOUCH?**

If you have a question or a complaint, you can always get in touch with one of our team marketing@sportscool.org

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