



PRIVACY NOTICE

Motiv8Sports Ltd is committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect and use personal information about our Parents, Carers, Children and Young People, school staff and other third parties, in accordance with the General Data Protection Regulations (GDPR). This Privacy Notice applies to all Personal Data we process regardless of the media on which that data is stored or whether it relates to past or present Parents, Carers, Children and Young People and staff or any other Data. Motiv8Sports Ltd is the "data controller" and responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

Who Will Own My Data Once I Submit It?

Motiv8Sports Ltd

Why Do You Need My Information?

How we use the pupil/ learner data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- where we need to perform the contract we are about to enter into or have entered into with you
- where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests
- where we need to comply with a legal or regulatory obligation.
- where Parent or Carer have given consent.
- if is necessary to protect a child in an emergency.
- if is necessary to deliver health or social care services
- you have made your information publicly available
- if is necessary to protect public health
- if is necessary for forecasting, planning or statistical purposes
- to provide appropriate pastoral care
- to assess the quality of our service
- to safeguard pupils for activity sessions and health a safety

The categories of pupil/learner information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Exclusions/behavioural information



- Relevant medical information
- Special educational needs information
- Post 16 learning information

What Allows You To Use My Information?

We collect and process pupil information as part of our public functions under both the Data Protection Act and Article 6, part (e) of the General Data Protection Regulation.

The legislation and guidance that allows us to do this in the UK includes, but is not limited to:

- [The Education Pupil Registration \(England\) Regulations 2006](#)
- [Education \(Information About Individual Pupils\) \(England\) Regulations 2013](#)
- [Education Act 2002](#)
- [Education Act 2011](#)
- [Government Guidance on Schools and Education](#)

Who Will My Information Be Shared With?

We routinely share pupil information with:

- schools that the pupils/ learners attend after leaving us
- our local authority
- the Department for Education (DfE)
- shared agencies (social care/ LAC/ YOT)

Do I Have To Provide This Information And What Will Happen If I Don't?

The majority of pupil information you provide to us is mandatory as part of our public functions under both the Data Protection Act and Article 6, part (e) of the General Data Protection Regulation, when we collect data outside of this, we will rely on your consent to collect and store your personal data.

How Long Will You Keep This Data For And Why?

We hold the pupil s educational record for 6 years after the child's 18th Birthday.

How Will My Information Be Stored?

On the Motiv8Sports Ltd computer system

Will This Information Be Used To Take Automated Decisions About Me?

No

Will My Data Be Transferred Abroad and Why?

No



What Rights Do I Have When It Comes To My Data?

Under the Data Protection Act and General Data Protection Regulation you have the right to request access to the information that we hold about you.

To make a request for your personal information, or be given access to your child's educational record, contact the Lee Dickinson

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed.

Change of Purpose

We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If you wish to get an explanation as to how the processing for the new purpose is compatible with the original purpose, please contact us.

- If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so
- Please note that we may process your personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law

Data Security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

- We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so

Your Legal Rights

You have the right to: Request Access - to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.

Request Correction - of the personal data that we hold about you. This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.



Request Erasure - of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have successfully exercised your right to object to processing (see below), where we may have processed your information unlawfully or where we are required to erase your personal data to comply with local law. Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.

Object to Processing of your our personal data where we are relying on a particular interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms. You also have the right to object where we are processing your personal data for direct marketing purposes. In some cases, we may demonstrate that we have compelling legitimate grounds to process your information which override your rights and freedoms.

Request restrictions of your personal data. This enables you to ask us to suspend the processing of your personal data in the following scenarios: (a) if you want us to establish the data's accuracy; (b) where our use of the data is unlawful but you do not want us to erase it; (c) where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or (d) you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.

Request the Transfer of your personal data to you or to a third party. We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format. Note that this right only applies to automated information which you initially provided consent for us to use or where we used the information to perform a contract with you.

Withdraw Consent at any time where we are relying on consent to process your personal data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you if this is the case at the time you withdraw your consent

Who Can I Complain To If I Am Unhappy About How My Data Is Used?

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance.

- Email motiv8sports@outlook.com
- By post: Data Protection Officer Motiv8Sports Ltd, 31 Fourth Av, Liverpool, L9 9DS

You also have the right to complain to the Information Commissioner's Office using the following details:

- [Information Commissioner's Office \(ICO\) website](#)
- By post: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
- Telephone: 08456 30 60 60 or 01625 54 57 45