This policy outlines how KTB Allstars collects, stores, uses, and protects personal data, including photographs and videos, taken during cheerleading photo sessions, in compliance with the **UK GDPR** / **EU GDPR**.

**2. What Data is Collected**

We may collect:

* Photographs and/or videos of participants
* Names of participants (only where necessary)
* Consent forms signed by parents/guardians (if under 18)

**3. Legal Basis for Processing**

Under GDPR, our lawful bases for processing personal data are:

* **Consent**: Explicit, informed consent is obtained from individuals (or parents/guardians of minors).
* **Legitimate interest**: In some cases, photos may be used for team promotion or event documentation, but only where appropriate and respectful.

**4. How Consent is Obtained**

* Written consent is collected **before** any photo or video is taken.
* For children under 18, **parental or guardian consent** is mandatory.
* Consent includes options to specify:
	+ Whether photos can be used online (e.g., website, social media)
	+ Whether photos can appear in print (e.g., flyers, posters)
	+ Whether names may be included with images

**5. Use of Images**

Images may be used for:

* Team promotion (website, social media, newsletters)
* Event documentation
* Internal training or archives

**Images will never be sold or shared with third parties** without additional consent.

**6. Storage and Security**

* Digital images are stored securely on password-protected devices or cloud systems.
* Access is limited to authorized personnel (e.g., coach, photographer, admin).
* Images are retained only for as long as needed, typically:
	+ **Up to 2 years**, unless consent covers longer-term use.
	+ Individuals may request earlier deletion.

**7. Rights of Individuals**

Under GDPR, individuals (or their parents/guardians) have the right to:

* Access their personal data
* Request corrections
* Withdraw consent at any time
* Request deletion of their images (“right to be forgotten”)

**8. Contact for Data Requests**

For questions, access requests, or complaints, please contact:

**Data Protection Officer (DPO):**
Katie Boyle

KTBAllstars@gmail.com

**9. Breach Notification**

In the event of a data breach (e.g., lost device or unauthorized access), affected individuals will be informed within **72 hours**, and the relevant data protection authority will be notified if required.

**10. Policy Review**

This policy is reviewed annually or whenever GDPR guidelines are updated.

**Last Reviewed:** 14/07/2025
**Next Review Due:** 14/07/2026