



DATA PROTECTION POLICY

yoursportsolutions.co.uk

1. Introduction and Purpose

- a. Your Sport Solutions is committed to protecting the privacy and confidentiality of personal data collected and processed by the organization.
- b. This Data Protection Policy outlines the principles and guidelines to be followed by all employees, contractors, and third-party service providers who handle personal data on behalf of the organization.

2. Scope

- a. This policy applies to all personal data collected, stored, processed, or transmitted by the organisation.
- b. It applies to all employees, contractors, and third-party service providers who handle personal data on behalf of the organization.
- c. It applies to all systems, applications, and processes used to collect, store, process, or transmit personal data.

3. Definitions

- a. Personal data: Any information relating to an identified or identifiable individual.
- b. Data subjects: The individuals to whom the personal data belongs.

4. Principles

- Minimization: Personal data collected should be adequate, relevant, and limited to what is necessary for the purpose for which it is processed.
- b. Lawfulness, fairness, and transparency: Personal data collection and processing should be done in a fair and transparent manner in compliance with applicable data protection laws.
 - c. Accuracy: Personal data should be accurate and kept up-to-date.
 - d. Integrity and confidentiality: Personal data should be processed securely, ensuring confidentiality, integrity, and availability.
 - e. Purpose limitation: Personal data should only be collected for specified, explicit, and legitimate purposes.
 - f. Storage limitation: Personal data should be stored for no longer than necessary for the purposes it was collected.

5. Data Collection

- a. Personal data should only be collected with the knowledge and consent of the data subjects.
- b. Data subjects should be informed about the purposes for which their data is being collected, the legal basis for processing, and their rights.

6. Data Processing

- a. Personal data should only be processed for the purposes for which it was collected, and in accordance with the rights of data subjects and applicable laws.
- b. Data subjects' rights, including the right to access, rectify, erase, restrict processing, object to processing, and the right to data portability, should be respected and facilitated.

7. Data Security

- a. Appropriate technical and organizational measures should be implemented to ensure the security and confidentiality of personal data.
- b. Risks to personal data should be identified, assessed, and addressed through regular risk assessments and necessary controls.

8. Data Breach Management

- a. In the event of a personal data breach, a data breach response plan should be followed to minimize the impact and notify affected individuals and authorities when required.

9. Compliance and Monitoring

- a. Regular audits, assessments, and reviews should be conducted to ensure compliance with this policy and applicable data protection laws.
- b. Non-compliance with this policy may result in disciplinary action, up to and including termination of employment or contract.

10. Training and Awareness

- a. Regular data protection training and awareness programs should be conducted for all employees, contractors, and third-party service providers.

11. Policy Review

- a. This policy shall be reviewed and updated periodically to ensure its effectiveness and compliance with applicable laws and regulations.