



PRIVACY POLICY

yoursport.org

1. Introduction

Your Sport Solutions is committed to protecting the privacy and security of the personal data we process. This policy explains how we collect, use, store, and disclose the personal data of participants (children and young people) and their parents/carers in accordance with relevant data protection legislation, including the **UK General Data Protection Regulation (GDPR)** and the **Data Protection Act 2018**.

Our contact email for all data protection and privacy inquiries is:
info@yoursportsolutions.co.uk.

2. Data Controller

Your Sport Solutions is the Data Controller of the personal data provided to us. This means we determine the purposes and means of processing that data.

3. Data We Collect

We only collect data that is necessary for the purposes of running our sporting programmes, ensuring the safety of participants, and effective administration.

A. Personal Data

- **Participant Data:** Name, date of birth, age, gender, address, and photographs/video footage (with explicit consent).
- **Parent/Carer Data:** Name, phone number(s), email address and emergency contact details.
- **Financial Data:** Payment details (though processed securely via third-party providers, we only retain payment confirmation records).

B. Special Category Data (Sensitive Data)

We collect data related to health to ensure safety and inclusion, and this data is handled with the highest level of confidentiality and security:

- **Medical Information:** Allergies, existing medical conditions (e.g., asthma, epilepsy), and medication requirements.
- **SEND Information:** Details related to Special Educational Needs and Disabilities (as outlined in the SEND Policy) to enable us to make **reasonable adjustments** and provide tailored support.

4. How and Why We Use Your Data (Lawful Basis)

We use your data strictly for the purposes outlined below. For each purpose, we rely on a specific **Lawful Basis** as defined by the GDPR:

Purpose of Processing	Lawful Basis for Processing
Programme Administration	Contract: Necessary for providing the sporting services you have contracted us to deliver (e.g., registration, scheduling).
Participant Safety and Inclusion	Legal Obligation/Vital Interests: Necessary for compliance with health and safety requirements and, critically, to protect the vital interests of the participant in a medical emergency.

Purpose of Processing	Lawful Basis for Processing
Making Reasonable Adjustments (SEND Data)	Explicit Consent: Necessary for reasons of substantial public interest (equality of opportunity) and relies on the explicit consent of the parent/carer.
Communication	Legitimate Interests: Necessary for informing parents/carers about programme changes, safety updates, and essential programme news.
Marketing (e.g., newsletters, promotions)	Consent: Separate, clear, and active consent is required for any marketing communications.
Photographs/Video (for promotional use)	Explicit Consent: Separate, clear, and active consent is required, which can be withdrawn at any time.

5. Consent and Withdrawal

Where we rely on **Consent** (e.g., for marketing, promotional photos, or processing SEND data), we ensure it is **freely given, specific, informed, and unambiguous**.

- Parents/Carers have the right to **withdraw consent at any time**. Withdrawal of consent will not affect the lawfulness of processing carried out before the withdrawal.
- Please note that the withdrawal of consent for processing crucial **SEND or medical data** may impact our ability to safely and inclusively provide the programme service to the participant.

6. Data Sharing and Disclosure

We treat personal data with strict confidence and **do not sell or rent** your personal data to any third party. We may only share data with the following, and only when necessary:

- **Coaches and Staff:** Only the necessary personal, medical, and SEND information is shared with programme coaches and staff on a **need-to-know basis** to ensure participant safety and effective inclusion.
- **Emergency Services:** In a medical emergency, we will share vital medical and contact information with paramedics or other emergency services.
- **Law Enforcement:** Where required by law, we will comply with requests from law enforcement or regulatory bodies.
- **Third-Party Processors:** We use trusted third-party providers (e.g., payment processors, registration software) to deliver our services. We have **Data Processing Agreements (DPAs)** in place with these parties to ensure they protect data to the same standards as us.

7. Data Security and Storage

We take the security of your data seriously. We have implemented appropriate **technical and organisational measures** to prevent accidental loss, unauthorised access, disclosure, or modification of personal data.

- Data is stored securely on password-protected devices and/or cloud-based services with encryption.
- Hard copies of sensitive data (like medical forms) are stored in locked cabinets and destroyed securely when no longer required.
- All staff and volunteers are trained on data protection procedures and confidentiality.

8. Data Retention

We will only retain personal data for as long as necessary to fulfil the purposes for which it was collected, including satisfying any legal, accounting, or reporting requirements.

- **Participant Records:** Typically retained for a limited period after a participant leaves the programme (e.g., 6 years for financial/liability records) to comply with legal obligations.
- **Marketing Data:** Retained until consent is withdrawn or the data is no longer relevant.

9. Your Rights as a Data Subject

Under GDPR, you and your child have the following rights regarding your personal data. To exercise any of these rights, please contact us at info@yoursportsolutions.co.uk:

- **The Right to Be Informed:** To be informed about how your data is used (which this policy covers).
- **The Right of Access:** To request a copy of the personal data we hold about you.
- **The Right to Rectification:** To have inaccurate data corrected or incomplete data completed.
- **The Right to Erasure** ('The Right to Be Forgotten'): To request that we delete your personal data where there is no good reason for us to continue processing it.
- **The Right to Restrict Processing:** To ask us to suspend the processing of your personal data in certain circumstances.
- **The Right to Data Portability:** To request that your data be provided to you in a common, machine-readable format.

10. Contact and Complaints

If you have any questions about this Privacy Policy or our data protection practices, please contact our Data Protection Lead via email: info@yoursportsolutions.co.uk.

If you are not satisfied with our response or believe we are processing your personal data unlawfully, you have the right to lodge a complaint with the **Information Commissioner's Office (ICO)**, the UK supervisory authority for data protection.