



MK Sports Academy

**Privacy Notice for Incident
Reporting and Concerns
(Safeguarding).**



MK Sports Academy

1. Introduction

MK Sports Academy is committed to protecting your privacy and ensuring the security of your personal data. This privacy notice explains how we collect, use, disclose, and safeguard your information when you report an incident or concern related to our sports programmes. It also outlines your rights regarding your personal data under the General Data Protection Regulation (GDPR) and the Data Protection Act.

2. Data Controller

MK Sports Academy is the data controller responsible for your personal data in relation to incident reporting or concerns. If you have any questions about this privacy notice or how we handle your personal information, please contact us at director@mksportsacademy.co.uk

3. Information We Collect

When you report an incident or concern, we may collect and process the following categories of personal data:

Personal Details: Name, contact information (phone number, email).

Incident Details: Description of the incident or concern, including date, time, location, and individuals involved.

Witness Information: Contact details of witnesses or other individuals involved, if applicable.



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Please note that if you decline to provide the information we ask for, it may not be possible to investigate your concern fully or to respond to your concern.

4. Purposes of Processing

We collect and process your personal data for the following purposes:

Incident Management: To investigate, assess, and manage incidents or concerns reported within our sports programmes.

Communication: To communicate with you regarding the incident or concern, including updates and outcomes.

Legal Compliance: To comply with legal obligations, such as safeguarding regulations and reporting requirements.

5. Legal Basis for Processing

We process your personal data on the following legal bases:

Legal Compliance: Processing necessary to comply with legal obligations, such as safeguarding and health and safety regulations.

Vital Interests: Processing necessary to protect the vital interests of individuals, including safeguarding participants and staff.



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6. Data Retention

We retain your personal data only for as long as necessary to fulfil the purposes for which it was collected, including legal, accounting, or reporting requirements. Retention periods may vary depending on the nature of the incident or concern.

7. Data Sharing and Transfers

We may share your personal data with third parties under the following circumstances:

Service Providers: To facilitate incident management, including legal advisors, insurers, and relevant authorities.

Legal Compliance: To comply with legal obligations or respond to lawful requests from public authorities.

8. Data Security

We implement technical and organisational measures to protect your personal data from unauthorised access, loss, misuse, or alteration. These measures include encryption, access controls, and regular security assessments.

9. Your Rights

You have the following rights regarding your personal data under GDPR:



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- Access: The right to request access to and obtain a copy of your personal data.
- Rectification: The right to request correction of inaccurate or incomplete personal data.
- Erasure: The right to request erasure of your personal data in certain circumstances.
- Restriction of Processing: The right to request restriction of processing of your personal data in certain circumstances.
- Data Portability: The right to receive your personal data in a structured, commonly used, and machine-readable format.
- Withdrawal of Consent: If processing is based on consent, the right to withdraw consent at any time.

10. Contact Us

If you have any questions, concerns, or requests regarding this privacy notice or our handling of your personal data related to incident reporting or concerns, please contact us at director@mksportsacademy.co.uk

11. Changes to this Privacy Notice

We may update this privacy notice from time to time to reflect changes in our practices or legal requirements. We encourage you to review this notice periodically for any updates.