GENERAL DATA PROTECTION REGULATIONS POLICY (GDPR) MAY 2018

Timperley ABC, are required to keep personal data for each person/child. This is for both contractual and Emergency reasons. We are required to inform you of how we will process and store personal data within the gym.

**The Information we collect.**

The club uses a paper based system and all records are stored securely within the gym in a locked filing cabinet.

**How we use your data.**

Sometimes we may need to share information with other settings to ensure your child is getting the best possible support. Major safeguarding concerns will be the only occasion we may need to share information without permission. Please see my safeguarding policy for further information.

The club has a Facebook, Twitter and Instagram account and also a website, where we will share photographs, and news about the gym and forth coming events.

Timperley ABC is covered by the ICO ([https://ico.org.uk](https://ico.org.uk/)) and will use mobile phones to make contact with you, store your numbers and take photos of you or your child. Once photos have been used for either promotional work, sharing with you, these will then be deleted.

Timperley ABC must adhere to the Lawfulness of Processing Data, in short any data we need from you must fall into one of the following categories.

1. Consent of the data subject

2. Processing is necessary for the performance of a contract with the data subject.

3. Processing is necessary for the compliance with a legal obligation.

4. Processing is necessary to protect the vital interests of the data subject.

5. Processing is necessary in the public interest or the controller has official authority.

6. Processing is necessary for the purposes of legitimate interests pursued by the controller or a third party.

The data we are required by law to hold for each person is as follows:

Name

DOB

Address and Contact Details

Parent Addresses (if different) and Contact Details including phone number

Parental Responsibility (Birth Certificate)

Legal contact

Emergency Contact Details (2 people not including parents)

Allergies / dietary requirements information

Any other special requirements / needs /medical history details

Names of people who can collect your child if not yourselves

Dr Name and address, and contact number

**Disclosure**

Your information held here is secure and held only by Timperley ABC unless we are required to share with a third party such as another setting, health visitor, safeguarding complaint, or Drs in the event of an emergency.

**Retention of Data**

When you leave Timperley ABC, you are entitled to take all data relating to you or your child. We are required by law to hold onto some data for a longer period of time so we cannot destroy these or pass them over to you. You have the right to request any additional data we may hold is either handed over to you or destroyed at your request.

**Special Category Data**

Special Category Data includes:

. Race

. Ethnic Origin

. Religious or philosophical Beliefs

We can no longer process the 3 categories of data listed above unless explicit consent is given. You must be able to opt in to these questions by signing below. Please circle if you give or do not give permission in each instance.

Please understand you can withdraw consent from Timperley ABC to hold this information at any time.

I give/do not give permission for Timperley ABC to record mine/child’s race/ethic origin/ Religious or philosophical Beliefs

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

**Emergency Contacts**

Under the new GDPR compliance rules we are under an obligation to gain consent from yourselves and your Emergency Contact to retain their details. Please circle below to indicate that we have full permission from both yourselves and your Emergency Contacts to store their data on file.

I give/do not give permission for Timperley ABC my Emergency Contacts details on file.

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**Group Photos**

From time to time a group photo may be taken at special events, can you please confirm your acceptance by circling below that you consent to these group photos being taken and if you are sent one of these photos that you will not publish these on any social media websites.

I give/do not give permission for Timperley ABC to take group photos and that I will not publish these on any social media websites.

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| --- | --- |
| Timperley ABC Name |   |
| Timperley ABC  Signature |  |
|  |   |
|  |   |
| Parent/Carer’s Name |   |
| Parent/Carer’s Signature |   |
| Date |   |