



## **Data Protection and Privacy Policy**

### **1. Introduction**

At ZSports Academy, we are committed to safeguarding the privacy and security of our players' and parents' personal information. This policy outlines how we collect, use, store, and protect personal data in accordance with the Data Protection Act 2018.

### **2. Scope**

This policy applies to all players, parents, guardians, and staff members of ZSports Academy. It covers all personal data collected through our registration forms, communication channels, and any other means.

### **3. Data Collection**

#### **3.1 Types of Data Collected**

**We may collect the following personal information:**

**Personal Details:** Name, date of birth, gender, contact information (address, phone number, email).

**Emergency Contact Information:** Names and contact details of emergency contacts.

**Medical Information:** Health conditions, allergies, and any other relevant medical information.

**Consent Forms and Legal Documents:** Signed waivers, consent forms, and any other required legal documents.

**Photographic and Video Data:** Images or videos for promotional or training purposes (with consent).

### **3.2 Collection Methods**

#### **Data is collected through:**

- Registration forms (paper or electronic).
- Communication with parents/guardians via email, phone, or in-person meetings.
- Surveys and feedback forms.
- Photographic and video recordings with consent.

### **4. Data Use**

#### **4.1 Purpose of Data Use**

##### **Collected data is used for:**

- Enrolling and registering players.
- Emergency contact and medical information for safety.
- Communicating updates, schedules, and important announcements.
- Compliance with legal and regulatory requirements.
- Promotional purposes, including social media and website content (with consent).

#### **4.2 Consent and Legal Basis**

##### **We collect and process personal data based on:**

- Consent provided by players/parents/guardians.
- Legal obligations and compliance.
- Legitimate interests in promoting the academy and ensuring player safety.

### **5. Data Storage and Security**

#### **5.1 Storage Methods**

##### **Personal data is stored securely in:**

- Locked filing cabinets for paper records.
- Password-protected databases for electronic records.
- Secure cloud storage with encryption for online data.

## **5.2 Security Measures**

**We implement the following measures to protect personal data:**

- Restricted access to data, limited to authorized staff members.
- Regular updates of software and security protocols.
- Use of strong passwords and encryption for electronic data.
- Physical security measures, including locked offices and secure premises.

## **5.3 Data Retention**

Personal data is retained for as long as necessary for the purposes it was collected. We will securely delete or destroy data that is no longer required in accordance with our data retention policy.

## **6. Data Access and Rights**

### **6.1 Access Requests**

**Players and parents/guardians have the right to:**

- Request access to their personal data.
- Rectify inaccurate or incomplete data.
- Request erasure of personal data, subject to legal requirements.
- Object to data processing or request restriction.

### **6.2 How to Exercise Rights**

To exercise these rights, please contact us at Cell: +27 68 461 8829. We will respond to requests within one month, in accordance with SA Guidelines.

## **7. Data Sharing**

### **7.1 Third-Party Disclosure**

**We do not share personal data with third parties unless:**

- Required by law or regulatory authorities.
- Necessary for emergency medical treatment.
- Consent has been provided for promotional purposes.

### **7.2 Partner Organizations**

Where necessary, we may share data with trusted partner organizations

that adhere to data protection standards.

## **8. Photographic and Video Data**

### **8.1 Consent for Use**

We obtain explicit consent before using any photographic or video data for:

- Promotional materials.
- Training and development purposes.
- Social media and website content.

### **8.2 Opt-Out Option**

Players and parents/guardians have the right to opt-out of photographic and video data usage by informing us in writing.

## **9. Breach Notification**

**In the event of a data breach, we will:**

- Inform affected individuals promptly.
- Report the breach to the Information Commissioner's Office (ICO) if required.
- Take appropriate measures to mitigate the impact and prevent future breaches.

## **10. Changes to Policy**

We may update this policy from time to time. Any significant changes will be communicated to players and parents/guardians through our usual communication channels.

## 11. Contact Information

For any questions, concerns, or requests related to this policy, please contact:

### **ZSports Academy**

**Phone:** +27 68 461 8829

**Email:** [info@zsports.org](mailto:info@zsports.org)

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**Effective Date:** 01 July 2024

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By ensuring the privacy and security of personal information, ZSports Academy demonstrates its commitment to creating a safe and trustworthy environment for all participants and their families.