

Privacy policy – Parents & Children



Primary Sports Giants

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Privacy Notice for Parents, Carers and Children

Primary Sports Giants Ltd is committed to protecting the privacy and security of the personal information we hold about children, parents, carers, staff and volunteers.

Under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, individuals have the right to be informed about how their personal information is collected and used.

This Privacy Notice explains what information we collect, why we collect it, how it is stored and the rights you have regarding your personal information.

Primary Sports Giants Ltd is the **Data Controller** for the purposes of data protection legislation.

The person responsible for data protection within the organisation is:

Tom Humphreys

Director

Email: info@primarysportsgiants.co.uk

Telephone: **07795546455**

The Personal Data We Hold

We may collect, store and process personal information relating to children, parents and carers, including:

Child Information

- Full name
- Date of birth
- Gender (where provided)
- School attended
- Year group
- Home address (where required)
- Emergency contact information
- Medical conditions
- Allergies
- Medication requirements
- Additional support needs or disabilities
- Dietary requirements
- Attendance records
- Activity participation
- Behaviour records
- Accident and incident reports
- Safeguarding information where necessary
- Photographs or videos (where consent has been provided)

Parent / Carer Information

- Full name
- Address
- Telephone numbers
- Email address
- Emergency contacts
- Relationship to the child
- Collection permissions
- Payment information (where applicable)
- Communication preferences

Why We Collect This Data

We use personal information to:

- Deliver safe childcare and sports provision
- Register children onto our activities
- Protect children's health, safety and welfare
- Meet safeguarding responsibilities
- Contact parents in an emergency
- Administer medication safely
- Meet legal and Ofsted requirements
- Process bookings and payments
- Monitor attendance
- Improve our services
- Administer HAF-funded programmes
- Celebrate children's achievements (where consent has been given)

Our Legal Basis for Using This Data

We process personal information under one or more of the following lawful bases:

Contract

To provide childcare, sports coaching and holiday camp services.

Legal Obligation

To comply with legislation including:

- Childcare Act 2006
- EYFS Framework (where applicable)
- Health and Safety legislation
- Safeguarding legislation
- Ofsted requirements

Legitimate Interests

To operate our organisation safely and efficiently while protecting children.

Vital Interests

Where processing is necessary to protect someone's life or wellbeing.

Consent

We request consent where required, including for:

- Photography and videos
- Marketing communications
- Promotional materials

Consent may be withdrawn at any time

How We Collect Data

Information is collected through:

- Registration forms
- Booking systems
- Parent communications
- Schools (where appropriate)
- Medical forms
- Consent forms
- Accident and incident reports
- Safeguarding records

Some information is mandatory in order for us to provide safe childcare. We will always explain when information is required and why.

How We Store This Data

We take the security of your information seriously.

Personal information is stored securely using password-protected electronic systems and secure paper records where necessary.

Access is restricted to authorised members of staff who require the information to carry out their role.

How Long We Keep Information

We only retain information for as long as necessary.

Typical retention periods include:

Record	Retention Period
Child Registration Forms	Duration of attendance + 2 years
Attendance Registers	3 years
Medical Information	Duration of attendance + 3 years
Medication Records	3 years
Accident Records	In accordance with legal and insurance requirements (normally until the child reaches 21 years and 3 months)
Safeguarding Records	In line with safeguarding guidance and statutory requirements
Financial Records	6 years
Staff Records	In accordance with employment legislation

Where information is no longer required, it will be securely deleted or destroyed.

Who We Share Information With

We only share information where necessary, lawful and proportionate.

This may include:

- Schools
- Local Authorities
- Ofsted
- HAF programme administrators
- NHS professionals
- Emergency Services
- Social Care
- Police
- Insurance providers
- Legal advisers
- Software providers who securely process data on our behalf

We will never sell your personal information.

Primary Sports Giants may use secure third-party providers to help manage our services, including:

- Online booking systems
- Secure payment providers
- Email systems
- Cloud storage
- Communication platforms
- Incident reporting systems

All providers are required to comply with UK GDPR.

International Transfers

Some of our trusted service providers may securely process data outside the United Kingdom.

Where this occurs, we ensure appropriate safeguards are in place in accordance with UK GDPR.

Automated Decision Making

Primary Sports Giants do not make automated decisions or profiling using personal information.

Your Rights

Under UK GDPR you have the right to:

- Access your personal information
- Request correction of inaccurate information
- Request deletion of personal information (where applicable)
- Restrict processing
- Object to processing in certain circumstances
- Request transfer of your data to another organisation
- Withdraw consent where processing is based on consent

Requests should be made to the Data Protection Lead.

Children's Rights

Children also have rights over their personal information.

Where a child is considered capable of understanding their data protection rights, these rights belong to the child.

Where appropriate, parents or carers may exercise these rights on behalf of their child.

Complaints

If you have concerns about how we handle your personal information, please contact us in the first instance.

If you remain dissatisfied, you may contact the Information Commissioner's Office (ICO).

Information Commissioner's Office

Website: <https://ico.org.uk/make-a-complaint/>

Telephone: **0303 123 1113**

Address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Contact Details

Primary Sports Giants Ltd

Data Protection Lead: **Tom Humphreys**

Email: **info@primarysportsgiants.co.uk**

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