



Privacy notice for participants on Croydon School Sport Partnerships events and their parents and carers

This document gives you detailed information about how we use your personal data and complies with the Data Protection Act 1998 and the EU General Data Protection Regulations.

Your privacy is critically important to us. We follow a few fundamental principles as to how we use data:

- We are thoughtful about the personal information that we ask you to provide.
- We carefully consider the ways that we use and store your personal information.
- We share your data only when we need to.
- We take steps to ensure that the organisations with whom we share your information understand that your privacy is critically important.
- We aim to store personal information for as long as we have a reason to keep it and not longer than this.
- We believe in full transparency on how we gather, use, and share your personal information.
- We never sell your personal data to anyone.

1 – Whose data do we process?

We process personal data relating to those who attend our events, their teachers and their parents/carers. We receive data about pupils from their school including consent for pupils to be photographed and videoed. We rely on schools to inform us about pupils' media consent preferences because we do not usually have contact with parents/carers.

Please contact Pearl Sethna or Heidi Lukes on 020 8688 5414 if you do not wish your photograph/video footage or your child's photograph/video footage to be published.

2 - Why do we process your data?

As an organisation, we operate in the public interest to provide sport and leadership opportunities for all of our participants.

Your data is processed for the following reasons:

- Organising and managing competitions
- Entry to competitions
- Tracking and reporting our sports leaders involvement
- Assessing the quality of our services
- Administrating and running trips and visits
- To celebrate pupils' achievements
- Increase awareness of Croydon School Sport Partnerships activities and events

The data that we require about your child may include some sensitive data if we are taking them on off-site

trips or if they progress to regional rounds.

*Sensitive data that we **must** know about*

- You **must** tell us about a pupil's health or medical conditions.
- We would be unable to keep children safe without processing some essential health-related information to enable us to do that.
- If we were unable to store or process this information, we would be unable to meet the learning or welfare needs of our participants.

3 – What data do we process about pupils and families?

The personal data that we hold and process may include:

- Personal details, including names, date of birth, home address, school, parents and carers contact details.
- Personal characteristics (such as ethnic group, disability, medical impairments and special needs)
- Photographs of pupils attending our events which may be published online (CroydonSSP and partners' website, twitter account and other advertising).
- Videos of pupils attending our events which may be published online (CroydonSSP and partners' website, twitter account and other advertising).

Parents/Pupils should contact Pearl Sethna or Heidi Lukes on 020 8688 5414 to notify us if you do not wish your photograph/video footage or your child's photograph/video footage to be published.

Note: Schools should continue using our existing process to advise of any participants at CSSP events who should not be included in any photograph/video footage – either by providing this information on the relevant online event booking form, or directly by email at office@cssp.foliotrust.uk.

4 – How can I see what data you hold about me?

You have a right to access personal information that we hold about you and can do this by contacting the Data Protection Officer.

Miss Sabin Qureshi
Data Protection Officer
Folio Education Trust c/o Park Hill Junior School
Stanhope Road
Surrey CR0 5NS Email: squireshi@foliotrust.uk Tel: 0203 011 2767

The data controller responsible for processing your personal data is Folio Education Trust:

Mr Jonathan Wilden
Executive Head-teacher
Folio Education Trust c/o Park Hill Junior School
Stanhope Road
Surrey CR0 5NS Email: jwilden@foliotrust.uk

5 – For how long do you store data about me?

We follow the guidance of the Information & Records Management Society (IRMS) in determining our data retention policies. Please contact our Data Protection Officer for further information.

6 – What rights do I have regarding my personal data?

- The right to be informed about how your data is used and why. This is the objective of this notice.
- The right of access to see what data is held about you.
- The right to rectification of incorrect or incomplete data held about you.
- The right to erase data if there is no compelling reason for it to be held.
- The right to restrict processing of your data where there is an unresolved dispute about the data.
- The right to object to your data being processed due to your particular situation, if there is no compelling legitimate reason for your data to be processed.
- Rights in relation to automated decision making and profiling.

7 – How do I exercise my rights or make a complaint?

Please contact our Data Protection Officer if you wish to exercise your rights or wish to make a complaint about data-handling. You may also approach the Information Commissioner's Office (ico.org.uk) with your concern.