



Paddington Sports Club Privacy Notice – Members, Parents, Carers & Guardians

1. WHAT THIS PRIVACY NOTICE IS FOR

This policy is intended to provide information about how the Club will use (or "process") personal data about individuals including: its current adult and junior members; parents, carers or guardians (referred to in this policy as "parents").

This information is provided because Data Protection Law gives individuals rights to understand how their data is used. Staff, members and parents are all encouraged to read this Privacy Notice and understand the Club's obligations to its entire community.

This **Privacy Notice** applies alongside any other information the Club may provide about a particular use of personal data, for example when collecting data via an online or paper form.

This **Privacy Notice also** applies in addition to the Club's other relevant terms and conditions and policies, including:

- any contract between the Club and its staff; members or the parents of junior members;
- the Club's policy on taking, storing and using images and use of CCTV;
- the Club's retention of records policy;
- the Club's safeguarding or health and safety policies, including as to how concerns or incidents are recorded; and
- the Club's IT Code of Conduct.

2. RESPONSIBILITY FOR DATA PROTECTION

The Club has appointed Daniel Enaholo (The General Manager) as the Privacy and Compliance Officer who will deal with all your requests and enquiries concerning the Club's uses of your personal data and endeavour to ensure that all personal data is processed in compliance with this policy and Data Protection Law.

3. WHY THE CLUB NEEDS TO PROCESS PERSONAL DATA

In order to carry out its ordinary duties to the entire members and parents, the Club needs to process a wide range of personal data about individuals (including current, past members or parents) as part of its daily operation.

Some of this activity the Club will need to carry out in order to fulfil its legal rights, duties or obligations.

Other uses of personal data will be made in accordance with the Club's legitimate interests, or the legitimate interests of another, provided that these are not outweighed by the impact on individuals and provided it does not involve special or sensitive types of data.

The Club expects that the following uses will fall within that category of its (or its community's) "legitimate interests":

- For the purposes of member selection (and to confirm the identity of prospective members and parents);
- Maintaining relationships with the Clubs community, including direct club activities;
- For the purposes of management planning and communications;
- To enable relevant authorities to monitor the Club's performance and to intervene or assist with incidents as appropriate;
- To enable members to take part in assessments, and to publish achievements of members of the Club;
- To safeguard members' welfare and to provide appropriate care;
- To monitor (as appropriate) use of the Club's IT and communications systems in accordance with the Club's Internet Safety Policy for members;
- To make use of photographic images of members in Club publications, on the Club website and (where appropriate) on the Club's social media channels in accordance with the Club's policy on taking, storing and using images of members;
- For security purposes, including CCTV in accordance with the Club's CCTV policy;
- To carry out or cooperate with any Club or external complaints, disciplinary or investigation process; and
- Where otherwise reasonably necessary for the Club's purposes, including to obtain appropriate professional advice and insurance for the Club.

In addition, the Club will on occasion need to process special category personal data (concerning health, ethnicity, religion) in accordance with rights or duties imposed on it by law, including as regards safeguarding, or from time to time by explicit consent where required. These reasons will include:

- To safeguard members' welfare and provide appropriate pastoral (and where necessary, medical) care, and to take appropriate action in the event of an emergency, incident or accident, including by disclosing details of an individual's medical condition or other relevant information where it is in the individual's interests to do so: for example for medical advice, for social protection, safeguarding, and cooperation with police or social services, for insurance purposes or to caterers or organisers of Club trips who need to be made aware of dietary or medical needs;
- As part of any Club or external complaints, disciplinary or investigation process that involves such data, for example if there are health or safeguarding elements; or
- For legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with its legal obligations and duties of care.

4. TYPES OF PERSONAL DATA PROCESSED BY THE CLUB

This will include by way of example:

- names, addresses, telephone numbers, e-mail addresses and other contact details;
- payment invoices and other financial information, e.g. about parents who pay fees to the Club;
- past, present and prospective members' subscription, disciplinary, admissions and attendance records (including information about any special needs).
- correspondence with and concerning members and parents past and present; and
- images of members (and occasionally other individuals) engaging in Club activities, and images captured by the Club's CCTV system (in accordance with the Club's policy on taking, storing and using images of members)

5. HOW THE CLUB COLLECTS DATA

Generally, the Club receives personal data from the individual directly (including, in the case of junior members, from their parents). This may be via a form, or simply in the ordinary course of interaction or communication (such as email or written assessments).

6. WHO HAS ACCESS TO PERSONAL DATA AND WHO THE CLUB SHARES IT WITH

Occasionally, the Club will need to share personal information relating to its community with third parties, such as:

- professional advisers (e.g. lawyers, insurers, Professional advisers and accountants);
- government authorities (e.g. HMRC or police); and
- appropriate regulatory bodies e.g. the Independent Clubs Inspectorate, the Charity Commission or the Information Commissioner).

Personal data collected by the Club will remain within the Club, and will be processed by appropriate individuals only in accordance with access protocols (i.e. on a 'need to know' basis). Particularly strict rules of access apply in the context of:

- medical records; and
- pastoral or safeguarding files.

Parents are reminded that the Club is under duties imposed by law and statutory guidance (including Keeping Members Safe) to record or report incidents and concerns that arise or are reported to it, in some cases regardless of whether they are proven, if they meet a certain threshold of seriousness in their nature or regularity. This is likely to include file notes on personnel or safeguarding files, and in some cases referrals to relevant authorities such as the LADO or police. For further information about this, please view the Club's Safeguarding Policy.

Finally, in accordance with Data Protection Law, some of the Club's processing activity is carried out on its behalf by third parties, such as IT systems, web developers or cloud storage providers. This is always subject to contractual assurances that personal data will be kept securely and only in accordance with the Club's specific directions.

7. HOW LONG WE KEEP PERSONAL DATA

The Club will retain personal data securely and only in line with how long it is necessary to keep for a legitimate and lawful reason. Typically, the legal recommendation for how long to keep ordinary member personnel files is up to 7 years following departure from the Club. However, incident reports and safeguarding files will need to be kept much longer, in accordance with specific legal requirements.

If you have any specific queries about how our retention policy is applied or wish to request that personal data that you no longer believe to be relevant is considered for erasure, please contact Daniel Enaholo at daniel@psclondon.com. However, please bear in mind that the Club will often have lawful and necessary reasons to hold on to some personal data even following such request.

A limited and reasonable amount of information will be kept for archiving purposes, for example; and even where you have requested we no longer keep in touch with you, we will need to keep a record of the fact in order to fulfil your wishes (called a "suppression record").

8. KEEPING IN TOUCH AND SUPPORTING THE CLUB

The Club will use the contact details of parents and other members of the Club community to keep them updated about the activities of the Club, or parent events of interest, including sending updates and newsletters, by email and by post. Unless the relevant individual objects, the Club will also:

- Contact parents and members by post and email in order to promote the Club and, where appropriate, other worthy causes;

- Should you wish to limit or object to any such use, or would like further information about them, please contact Daniel Enaholo in writing. You always have the right to withdraw consent, where given, or otherwise object to direct marketing. However, the Club is nonetheless likely to retain some of your details (not least to ensure that no more communications are sent to that particular address, email or telephone number).

9. YOUR RIGHTS

a. Rights of access, etc.

Individuals have various rights under Data Protection Law to access and understand personal data about them held by the Club, and in some cases ask for it to be erased or amended or have it transferred to others, or for the Club to stop processing it – but subject to certain exemptions and limitations.

Any individual wishing to access or amend their personal data or wishing it to be transferred to another person or organisation, or who has some other objection to how their personal data is used, should put their request in writing to the club.

The Club will endeavour to respond to any such written requests as soon as is reasonably practicable and in any event within statutory time-limits (which is one month in the case of requests for access to information).

b. Requests that cannot be fulfilled

You should be aware that the right of access is limited to your own personal data, and certain data is exempt from the right of access. This will include information which identifies other individuals, or information which is subject to legal privilege (for example legal advice given to or sought by the Club, or documents prepared in connection with a legal action).

You may have heard of the "right to be forgotten". However, we will sometimes have compelling reasons to refuse specific requests to amend, delete or stop processing your (or your child's) personal data: for example, a legal requirement, or where it falls within a legitimate interest identified in this Privacy Notice. All such requests will be considered on their own merits.

c. Member requests

Members can make subject access requests for their own personal data, provided that, in the reasonable opinion of the Club, they have sufficient maturity to understand the request they are making. A member of any age may ask a parent or other representative to make a subject access request on his/her behalf.

Indeed, while a person with parental responsibility will generally be entitled to make a subject access request on behalf of younger members, the law still considers the information in question to be the child's: for older members, the parent making the request may need to evidence their child's authority for the specific request.

Members aged e.g. 13 and above are generally assumed to have this level of maturity, although this will depend on both the child and the personal data requested, including any relevant circumstances at home. Slightly younger members may however be sufficiently mature to have a say in this decision, depending on the child and the circumstances.

d. Parental requests, etc.

It should be clearly understood that the rules on subject access are not the sole basis on which information requests are handled. Parents may not have a statutory right to information, but they and others will often have

a legitimate interest or expectation in receiving certain information about members without their consent. The Club may consider there are lawful grounds for sharing with or without reference to that member.

All information requests from, on behalf of, or concerning members – whether made under subject access or simply as an incidental request – will therefore be considered on a case by case basis.

e. Consent

Where the Club is relying on consent as a means to process personal data, any person may withdraw this consent at any time (subject to similar age considerations as above). Examples where we do rely on consent are: e.g. certain types of uses of images, certain types of club activity.

f. Whose rights?

The rights under Data Protection Law belong to the individual to whom the data relates. However, the Club will often rely on parental authority or notice for the necessary ways it processes personal data relating to members – for example, under the parent contract, or via a form. Parents and members should be aware that this is not necessarily the same as the Club relying on strict consent (see section on Consent above).

Where consent is required, it may in some cases be necessary or appropriate – given the nature of the processing in question, and the member's age and understanding – to seek the member's consent. Parents should be aware that in such situations they may not be consulted, depending on the interests of the child, the parents' rights at law or under their contract, and all the circumstances.

In general, the Club will assume that members' consent is not required for ordinary disclosure of their personal data to their parents, e.g. for the purposes of keeping parents informed about the member's activities, progress and behaviour, and in the interests of the member's welfare. That is unless, in the Club's opinion, there is a good reason to do otherwise.

However, where a member seeks to raise concerns confidentially with a member of staff and expressly withholds their agreement to their personal data being disclosed to their parents, the Club may be under an obligation to maintain confidentiality unless, in the Club's opinion, there is a good reason to do otherwise; for example, where the Club believes disclosure will be in the best interests of the member or other members, or if required by law.

Members are required to respect the personal data and privacy of others, and to comply with the Club's Internet Safety Policy and the Club rules. Staff are under professional duties to do the same covered under the relevant staff policy.

10. DATA ACCURACY AND SECURITY

The Club will endeavour to ensure that all personal data held in relation to an individual is as up to date and accurate as possible. Individuals must please notify the Club of any significant changes to important information, such as contact details, held about them.

An individual has the right to request that any out-of-date, irrelevant or inaccurate or information about them is erased or corrected (subject to certain exemptions and limitations under Data Protection Law): please see above for details of why the Club may need to process your data, of who you may contact if you disagree.

The Club will take appropriate technical and organisational steps to ensure the security of personal data about individuals, including policies around use of technology and devices, and access to Club systems. All staff will be made aware of this policy and their duties under Data Protection Law and receive relevant training.

11. THIS POLICY

The Club will update this Privacy Notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable.

12. QUERIES AND COMPLAINTS

Any comments or queries on this policy should be directed to the Privacy and Compliance Officer – the Club using the following contact details Admin@psclondon.com

If an individual believes that the Club has not complied with this policy or acted otherwise than in accordance with Data Protection Law, they should utilise the Club complaints procedure and should also notify the Club. You can also make a referral to or lodge a complaint with the Information Commissioner's Office (ICO), although the ICO recommends that steps are taken to resolve the matter with the Club before involving the regulator.

A. Privacy Notice for Members

a. Introduction

You have a legal right to be informed about how our Club uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about you.

We, Paddington Sports Club, are the 'data controller' for the purposes of data protection law.

Our Privacy and Compliance Officer is Daniel Enaholo

b. The personal data we hold

We hold some personal information about you to make sure we can help you learn and look after you at the Club.

This information includes:

- Your contact details
- Your membership subscription
- Your membership records
- Your invoice and payment records
- Any medical conditions you have
- Photographs
- CCTV images

c. Why we use this data

We use this data to help run the Club, including to:

- Get in touch with you when we need to
- Consult with the membership
- Update you on club and sectional activities

d. Our legal basis for using this data

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law
- We need to use it to carry out a task
- Sometimes, we may also use your personal information where: You, or your parents/carers have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

e. Collecting this information

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data.

We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

f. How we store this data

We will keep personal information about you while you are a member at our Club. We may also keep it after you have left the Club, where we are required to by law.

We have a record retention schedule which sets out how long we must keep information about members. Please contact the Club to request a copy of our record retention schedule.

g. Data sharing

We do not share personal information about you with anyone outside the Club unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- Our local authority – to meet our legal duties to share certain information with it, such as concerns about members' safety and exclusions
- Your family and representatives
- Suppliers and service providers – so that they can provide the services we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Police forces, courts, tribunals

h. Transferring data internationally

The club does not share data with any organisation or organisation that is based outside the European Economic Area.

Your rights

i. How to access personal information we hold about you

You can find out if we hold any personal information about you, and how we use it, by making a 'subject access request', as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- Give you a copy of the information

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you want to make a request, please contact our data protection officer.

ii. Your other rights over your data

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way

i. Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our data protection officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

j. Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Privacy and Compliance Officer: Daniel Enaholo at daniel@psclondon.com