

Royals AllStars Cheerleading Club (R AllStars)



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Programme Director: Amber Hillier

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General Data Protection Regulation (GDPR) Privacy Notice

Dear Parent / Carers / Athletes

This letter explains when and why we collect personal information about our members and coaches, how we use it and keep it secure, and your rights in relation to it.

You may be aware the rules of data storage and its use are changing. As a club we need to have your explicit permission to continue to hold and use your personal data in a manner that enables and maintains the smooth running of the club. Amber Hillier (Programme Director) acts as a representative for the club with regards to its data controller responsibilities; she can be contacted via email at royalscheerleadingclub@gmail.com.

The club does not have a Data Protection Officer (DPO) as we do not need one under Government requirements.

Why we need your personal data

We need your Data to provide the services you are signing up for when you register with the club. Lawfully we have a contractual obligation to you as a member to provide the services you are registering for. We must also comply with Article 6(1)(c) and Article 9(2)(b) of the General Data Protection Regulation (GDPR).

Which data is collected?

The categories of athlete information that the club collects, holds and shares include the following:

- personal information (names, date of birth and personal contact details of the athlete if over the age of 18. If under the age of 18, the personal contact details of parent/carers responsible for the athlete will be requested)
- attendance information (sessions attended, number of absences and absence reasons)
- assessment information (squad and team results at competition)
- relevant medical information.

There is a separate policy and consent form relating to data involving social media, photography and video footage.

Reasons we need to process your data include:

For membership and club management:

- processing membership forms and payments
- sharing data with coaches to provide information about club activities, membership renewals or invitation to social events
- publishing of competition results
- keeping athletes safe whilst at training, competitions or club events
- monitoring, reporting and developing athlete progress
- assessing the quality of our service
- complying with the law regarding data sharing
- safeguarding our athletes.

For training and competition entry:

- sharing personal data with club coaches to administer training sessions
- sharing personal data with club team coaches to enter events
- sharing personal data with competition organisers for entry in events.

For funding and reporting purposes:

- sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority
- sharing anonymised data in order to meet financial requirements e.g. with R AllStars' accountant
- analysing anonymised data to monitor club trends
- sending seasonal club surveys to improve your experience as a club member.

Marketing and communications (where separate consent is provided)

- sending information about promotions and offers from sponsors
- sending information about selling club kit, merchandise or fundraising
- sharing and promoting club activity.

In some cases, your data will be outsourced to a third-party processor e.g. competition providers. They require names and dates of births of athletes competing, as well as a contact email in the case of sending safety waivers to participants. This data is kept under a password protected personal site in order to meet the needs of competition requirements, i.e. confirming the club conforms to division requirements and ensuring we adhere to safeguarding standards within our sport. All competition providers have their own privacy policies regarding data which also adhere to GDPR rules and regulations, and Royals AllStars is not responsible for or liable for this.

How long is your data stored for?

We hold your child's details securely until you leave the club. The records will then be deleted at the end of the season, and renewed once again should members wish to return for the following season.

Will your information be shared?

Royals AllStars will not share your personal information with any third parties without your consent – in signing up to a competition team for the season, you agree to allow the third parties mentioned in this letter to use your data (for example, competition providers when signing up for competitions.)

What are your rights?

Under data protection legislation, parents and athletes have the right to request access to the information about them that we hold. To make a request for your personal information, or to access to your athlete's record, please see the GDPR Data Protection Policy on the club's website for the request form. You have a right to request access to the information.

You also have the right to:

- Be informed about how Royals AllStars uses your personal data
- Request access to the personal data that Royals AllStars holds for you
- Request that your personal data is amended if it is inaccurate or incomplete
- Request that your personal data is erased where there is no compelling reason for its continued processing
- Request that the processing of your data is restricted
- Object to your personal data being processed.

If you have a concern about the way Royals AllStars is collecting or using your personal data, we ask that you raise your concern with us in the first instance in writing. Alternatively, you can contact the Information Commissioner's Office (ICO) at <https://ico.org.uk/concerns/>.

Where can you find out more information?

If you would like to find out more information about how we collect, use and store your personal data, please visit our website to view our GDPR Data Protection Policy.

Yours sincerely,

Miss Amber Hillier
Programme Director
Royals AllStars