



Policy Ref: GDPR
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Date: Sept 2024
Review Date: Sept 2025

Draycott Sports Camp GDPR Policy

Draycott Sports Camp is committed to protecting the privacy and security of personal information. *The General Data Protection Regulations (GDPR) came into force on 25th May 2018 and these regulations place new obligations on organisations that process personal information.*

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We promise to:

- Keep personal data in a password protected laptop.
- Have strong passwords on all; phones, laptops, tablets, terminals and servers used to access personal data.
- Set terminals, laptops etc... to close screens and require fresh login if unattended for a specified period of time.
- Not position screens where they can easily be overlooked
- Consider access control to our premises and/or the room(s) where these systems are used.
- Reduce the data we collect and hold to the minimum needed to provide our services whilst complying with Ofsted rules.
- Ensure that our staff and volunteers only have access to the information they need to do their job.

1. Data Controller

Draycott Sports Camp is the data controller for the personal information we collect. Our contact information is as follows:

Email: info@draycottsportscamp.com

2. Types of Personal Information Collected

We may collect the following types of personal information from children and their parents/guardians:

- Contact information (names, addresses, phone numbers, email addresses)
- Emergency contact details
- Health and medical information
- Dietary requirements
- Photographs and videos for promotional purposes (with consent)
- Attendance and participation records



3. Legal Basis for Processing

We will only process personal information where we have a legal basis for doing so. The legal bases include the necessity of processing for the performance of a contract (e.g., to provide camp services), compliance with a legal obligation, protection of vital interests, consent, the performance of a task carried out in the public interest, or the legitimate interests pursued by Draycott Sports Camp.

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4. Consent

We will obtain explicit consent from parents or guardians before collecting and processing personal information about children. Parents/guardians will be informed about the specific purposes of processing and have the right to withdraw consent at any time.

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5. Data Security

Draycott Sports Camp takes the security of personal information seriously. We implement appropriate technical and organisational measures (password protected devices, code secured cabinets) to ensure a level of security appropriate to the risk. This includes protecting personal information against unauthorised or unlawful processing and against accidental loss, destruction, or damage.

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6. Data Retention

We will retain personal information for no longer than is necessary for the purposes for which it is processed. After this period, personal information will be securely deleted. Printed copies of our registers with personal information on are shredded.

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7. Data Subject Rights

Parents/guardians and children have the right to request access to, rectification, erasure, or restriction of their personal information. They also have the right to object to processing and the right to data portability. Requests should be submitted to the contact details provided in section 1.

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8. Data Breach Notification

In the event of a personal data breach, Draycott Sports Camp will comply with the GDPR requirements to notify the Information Commissioner's Office (ICO) and affected individuals without undue delay.

9. Updates to the GDPR Policy

This GDPR policy will be reviewed regularly and updated as necessary to ensure continued compliance with data protection laws.

