



Data Protection Policy

The following document has been modified and accepted by the Directors of SOUTH COAST SPORTS COACHING LTD.

- SOUTH COAST SPORTS COACHING LTD shall be referred to as SCSC LTD for the remainder of the document.
- Coaches are classified as those working in partnership with SCSC LTD in a coaching capacity, this includes but is not limited to persons working in a paid or voluntary capacity.
- The company directors, Ali O'Boyle, Stephen Sneller and James Belding are referred to as the company directors for the remainder of the document.
- Parental consent, includes the consent of a guardian.
- Data Subject refers to an individual who is the subject of the personal data.
- Personal Data – Personal data covers both facts and opinions about an individual where that data identifies an individual. For example, it includes information such as that necessary for sub contracting such as a coaches name and address or details for payment of invoices, a child's attendance record to a club or a Parents phone number. Personal data may also include sensitive personal data as defined in the Act. Any information which falls under the definition of personal data and is not otherwise exempt, will remain confidential and will only be disclosed to third parties with appropriate consent.
- Exemptions - Certain data is exempted from the provisions of the Data Protection Act such as data needing to be used by third parties in relation to child safety or prevention of a crime.
- School Club – refers to a breakfast or after school club run with the agreement of and/or involvement of a School or child care provider.

11 Westingway, Aldwick, Bognor Regis, West Sussex, PO21 2XU



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Registered Office & Trading Address: South Coast Sports Coaching Ltd. 11 Westingway, Aldwick, Bognor Regis, West Sussex, PO21 2XU
Company No. 09166959 VAT Registered No. 193872367

South Coast Sports is the trading name of South Coast Sports Coaching Ltd a company registered in England & Wales

- Community Project – refers to a sports session run regularly by SCSC Ltd and includes Active Tots, Friday Night Football and Holiday Camps.

Policy Statement

SCSC Ltd is required to process relevant personal data regarding coaches, volunteers, applicants, parents and pupils as part of its operation and shall take all reasonable steps to do so in accordance with this Policy.

SCSC Ltd must obtain relevant personal data as part of its operation. This is explained as;

- Information obtained is done so solely to enable SCSC Ltd to operate safely and efficiently.

The company directors will endeavour to ensure that all personal data is processed in compliance with this Policy and the Principles of the Data Protection Act 1998. The Freedom of Information Act 2000 and the Protection of Freedoms Act 2012 are also relevant to parts of this policy.

SCSC Ltd recognises The General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) adopted 27 April 2016 and the application date of 25 May 2018 and will comply with that directive.

The Principles

SCSC Ltd shall so far as is reasonably practicable comply with the Data Protection Principles (the Principles) contained in the Data Protection Act to ensure all data is:-

- Fairly and lawfully processed
- Processed for a lawful purpose
- Adequate, relevant and not excessive
- Accurate and up to date
- Not kept for longer than necessary
- Processed in accordance with the data subject's rights
- Secure

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- Not transferred to other countries without adequate protection

Procedures

SCSC Ltd retains the following data-

School Clubs

- Consent Forms – these include but are not limited to a child's name, emergency contacts, age, school year and relevant medical conditions. They also serve as Parental consent for a child to take part in the club specified.
- Club Registers – Registers may be provided by the school or child care provider or they may be created by coaches these may include the above information with the addition of child attendance.

Community Project

- Camp registration Forms - these include but are not limited to a child's name, emergency contacts, age, and relevant medical conditions. They also serve as Parental consent for a child to take part in the community project specified.

Coaches

- Information such as Names, DOB, Address, Contact details and bank details are kept for reasons such as in order to ensure safety to work or to pay Invoices.

Schools or Child Care Providers

- Information such as contact names, phone numbers, emails and school or business address' are stored and shared with relevant coaches in order to allow them to contact or access schools.

Photographs/ Video footage

- Signed parental consent and School consent is obtained before photos or video footage is taken. It is only shared via social media if signed prior consent is given.

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Data Consent Removal or Change

SCSC Ltd will by the request of a parent, remove personal data held on a child and will agree a specific agreement on how their data is to be processed on request. If a parent wishes to revoke or change consent with regards to club attendance or permission to take and use photos this can be done at any time by contacting the company directors.

External Processors

SCSC Ltd must ensure that data processed by external processors, for example, service providers, Cloud services including storage, web sites etc. are compliant with this policy and the relevant legislation.

Secure Destruction

When data held in accordance with this policy is destroyed, it must be destroyed securely in accordance with best practice at the time of destruction.

Retention of Data

SCSC Ltd may retain data for differing periods of time for different purposes as required by statute or best practices. Other statutory obligations, legal processes and enquiries may also necessitate the retention of certain data.

SCSC Ltd may store some data such as registers and photographs, exam results, achievements, books and works etc. indefinitely in its archive.

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