



365 Athletics Academy

Data Protection Policy

“Developing and running athletics for you”

www.365athleticsacademy.com

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V1.0. 20 March 2010

V1.1 26 May 2014 – change of telephone number for Data Protection Officer

Contacts

Data Protection Officer: 020 8325 0241

Introduction

As individuals, we want to know that personal information about ourselves is handled properly and we and others have

specific rights in this regard. In the course of its activities 365 Athletics Academy will collect, store and process personal data, and it recognises that the correct and lawful treatment of this data will maintain confidence in the organisation and will provide for successful business operations.

The types of personal data that 365 Athletics Academy may be required to handle include information about past and current employees, suppliers, customers and participants involved in our sports activities and others with whom it communicates. The personal data, which may be held on paper or on a computer or other media, is subject to certain legal safeguards specified in the Data Protection Act 1998 (the Act) and other regulations. The Act imposes restrictions on how 365 Athletics Academy may process personal data and a breach of the Act could give rise to criminal sanctions as well as bad publicity.

Notes

- This policy is not part of the contract of employment or client agreement and 365 Athletics Academy may amend it at any time. However, it is a condition of employment and a term of the client agreements that employees, associate coaches and others who obtain, handle, process, transport and store personal data will adhere to the rules of the policy. Any breach of the policy will be taken seriously and may result in disciplinary action and/or appropriate action under the associate coaches agreement.
- Data Controller in this policy refers to 365 Athletics Academy Limited.
- This policy has been approved by the 365 Athletics Academy's Board of Directors. It sets out 365 Athletics Academy's rules on data protection and the eight data protection principles contained in it. These principles specify the legal conditions that must be satisfied in relation to the obtaining, handling, processing, transportation and storage of personal data.
- 365 Athletics Academy's Data Protection Officer is responsible for ensuring compliance with the Act and with this policy. The Data Protection Officer's contact details are shown above. Any questions or concerns about the interpretation or operation of this policy should be taken up in the first instance with the Data Protection Officer.

PART ONE: BASICS OF THE DATA PROTECTION ACT 1998

Summary

The Data Protection Act 1998 gives individuals the right to see information about them held by companies and organisations. In certain circumstances they may have the information corrected or erased, or they may even be able to prevent the processing of their personal data. If a Data Controller causes an individual damage or distress as a result of non-compliance, they could claim compensation. 365 Athletics Academy is classed as a Data Controller and could be prosecuted for any serious offences that may be committed.

The Data Protection Act 1998 is not optional. It is mandatory and there can be harsh penalties imposed for non-compliance with the Act.

What Information is Covered?

Two types of data are covered by the Data Protection Act 1998:

1) Personal Data

This refers to information relating to a living individual where the individual can be identified from the data. Examples would include: names, postal addresses, phone numbers, email addresses, information on hobbies, information regarding job descriptions or any other details which would enable the individual to be identified.

2) Sensitive Personal Data

The Act defines categories of sensitive personal data, namely, personal data consisting of information as to:

- (a) the racial or ethnic origin of the data subject;
- (b) his political opinions;
- (c) his religious beliefs or other beliefs of a similar nature;
- (d) whether he is a member of a trade union (within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992);
- (e) his physical or mental health or condition;
- (f) his sexual life;
- (g) the commission or alleged commission by him of any offence; or
- (h) any proceedings for any offence committed or alleged to have been committed by him, the disposal of such proceedings or the sentence of any court in such proceedings.

The 8 Basic Principles

The Data Protection Act requires all organisations which handle personal information to comply with a number of important principles regarding privacy and disclosure. The Act states that anyone who processes personal information must comply with eight principles.

365 Athletics Academy will ensure that it processes data in accordance with the eight enforceable principles of good practice.

These provide that personal data must be:

1. Processed fairly and lawfully.
2. Processed for limited purposes and in an appropriate way.
3. Adequate, relevant and not excessive for the purpose.
4. Accurate.
5. Not kept longer than necessary for the purpose.
6. Processed in line with data subjects' rights.
7. Secure.
8. Not transferred to people or organisations situated in countries without adequate protection.

1. Fair and Lawful Processing

The Act is intended not to prevent the processing of personal data, but to ensure that it is done fairly and without adversely affecting the rights of the data subject. The data subject must be told who the data controller is (in this case 365 Athletics Academy), who the data controller's representative is (in this case the Data Protection Officer), the purpose for which the data is to be processed by 365 Athletics Academy, and the identities of anyone to whom the data may be disclosed or transferred.

For personal data to be processed lawfully, certain specific conditions have to be met. These include, among other

things, requirements that the data subject has consented to the processing, or that the processing is necessary for the legitimate interest of the data controller or the party to whom the data is disclosed. When sensitive personal data is being processed, additional conditions must be met. In most cases the data subject's explicit consent to the processing of such data will be required.

2. Processing for Limited Purposes

Personal data may only be processed for the specific purposes notified to the data subject when the data was first collected or for any other purposes specifically permitted by the Act. This means that personal data must not be collected for one purpose and then used for another. If it becomes necessary to change the purpose for which the data is processed, the data subject must be informed of the new purpose before any processing occurs.

3. Adequate, Relevant and Non-Excessive Processing

Personal data should only be collected to the extent that it is required for the specific purpose notified to the data subject. Any data which is not necessary for that purpose should not be collected in the first place.

4. Accurate Data

Personal data must be accurate and kept up to date. Information which is incorrect or misleading is not accurate and steps should therefore be taken to check the accuracy of any personal data at the point of collection and at regular intervals afterwards. Inaccurate or out-of-date data should be destroyed.

5. Timely processing

Personal data should not be kept longer than is necessary for the purpose. This means that data should be destroyed or erased from 365 Athletics Academy's systems when it is no longer required.

6. Processing In Line With Data Subject's Rights

Data must be processed in line with data subjects' rights. Data subjects have a right to:

- Request access to any data held about them by a data controller.
- Prevent the processing of their data for direct-marketing purposes.
- Ask to have inaccurate data amended.
- Prevent processing that is likely to cause damage or distress to themselves or anyone else.

7. Data Security

365 Athletics Academy must ensure that appropriate security measures are taken against unlawful or unauthorised processing of personal data, and against the accidental loss of, or damage to, personal data. Data subjects may apply to the courts for compensation if they have suffered damage from such a loss.

The Act requires 365 Athletics Academy to put in place procedures and technologies to maintain the security of all personal data from the point of collection to the point of destruction. Personal data may only be transferred to a third-party data processor if he agrees to comply with those procedures and policies, or if he puts in place adequate measures himself.

Maintaining data security means guaranteeing the confidentiality, integrity and availability of the personal data, defined as follows:

- **Confidentiality** means that only people who are authorised to use the data can access it.
- **Integrity** means that personal data should be accurate and suitable for the purpose for which it is processed.

- **Availability** means that authorised users should be able to access the data if they need it for authorised purposes. Personal data will therefore be stored only on 365 Athletics Academy's PCs.

Security procedures include:

- **Secure lockable desks and cupboards.** Desks and cupboards should be kept locked if they hold confidential information of any kind. (Personal information is always considered confidential.)
- **Methods of disposal.** Paper documents should be shredded. Floppy disks and CD-ROMs should be physically destroyed when they are no longer required.
- **Equipment.** Data users should ensure that individual monitors do not show confidential information to passers-by and that they log off from their PC when it is left unattended.

8. Not Transferred to People or Organisations Situated in Countries Without Adequate Protection.

365 Athletics Academy will not transfer personal data outside of the EEA without an appropriate agreement being in place or such country to where the personal data is to be transferred having adequate data protection laws in place.

Responsibilities of Staff (Including Associates)

All staff who process, or use personal data must ensure that they abide by these principles at all times.

It is the responsibility of the Data Protection Officer to:

- Assess the understanding of the obligations of 365 Athletics Academy the under the Data Protection Act.
- Be aware of our current compliance status.
- Identify and monitor problem areas and risks and recommend solutions.

Promote clear and effective procedures and offer guidance to staff on Data protection issues.

It is not the responsibility of the Data Protection Officer to apply the provisions of the Data Protection Act. This is the responsibility of the individual collectors, keepers and users of personal data. Therefore staff are required to be aware of the provisions of the Data Protection Act 1998, such as keeping records up to date and accurate, and its impact on their tasks.

It is the responsibility of the Directors that all computer and manual systems within their areas of responsibility that contain personal data must be identified and the Data protection officer informed for notification purposes.

It is the responsibility of individual Data Processors to ensure:

- Any personal data they hold, whether in electronic or paper format, is kept securely (as above).
- Personal information is not disclosed deliberately or accidentally either orally or in writing to any unauthorised third party.

Any breach of the Data Protection Policy, whether deliberate, or through negligence may lead to disciplinary action being taken or even a criminal prosecution.

Individuals' Rights

- To access information we hold on them known as a Subject Access Request (see below).
- To Correcting information.
- Preventing processing of information.
- To object to direct marketing.
- To prevent automated decision making.
- To claim compensation.
- Exemptions – there a few exemptions to the above rights which can be checked via the Information Commissioner

website and with legal advice.

Dealing with Subject Access Requests

A formal request from a data subject for information 365 Athletics Academy holds about them must be made in writing. Directors or Associates who receive a written request should forward it to the Data Protection Officer immediately.

When receiving telephone enquiries, Directors and Associates should be careful about disclosing any personal information held on 365 Athletics Academy's systems. In particular they should:

- Check the caller's identity to make sure that information is only given to a person who is entitled to it.
- Suggest that the caller put their request in writing where the Directors or Associates is not sure about the caller's identity and where their identity cannot be checked.
- Refer to the Data Protection Officer for assistance in difficult situations. Directors and Associates should not be bullied into disclosing personal information.

Notification (ICO Description)

Notification is a statutory requirement and every organisation that processes personal information must notify the Information Commissioner's Office (ICO) unless they are exempt. Failure to notify is a criminal offence.

Notification is the process by which a data controller (in this case 365 Athletics Academy) informs the Information Commissioner of certain details about their processing of personal information. These details are used by the Information Commissioner to make an entry describing the processing in the register of data controllers that is available to the public for inspection.

The principal purpose of having notification and the public register is transparency and openness. It is a basic principle of data protection that the public should know (or should be able to find out) who is carrying out the processing of personal information as well as other details about the processing (such as for what reason it is being carried out).

Notification, therefore, serves the interests of individuals in assisting them to understand how personal information is being processed by data controllers.

It is not, however, intended (nor is it practicable) that the register should contain very detailed information about a data controller's processing. The aim is to keep the content at a general level, with sufficient detail to give an overall picture of the processing. More detail is only necessary to satisfy specific statutory requirements or where there is particular sensitivity.

PART TWO: WEBSITE TERMS & PRIVACY POLICY

All pages on the 365 Athletics Academy website should contain a link to our privacy policy:

Our Commitment To Privacy

Your privacy is important to us. To better protect your privacy we provide this notice explaining our online information practices and the choices you can make about the way your information is collected and used. To make this notice easy to find, we make it available on every page and at every point where personally identifiable information may be requested.

The Information We Collect:

This notice applies to all information collected or submitted on this website. On some pages, you can book courses, make requests, and register to receive regular email newsletters. The types of personal information collected at these pages are:

Name
Address
Email address
Phone number

For the child we will also collect information relating to the date of birth and any medical conditions.

The Information We Do Not Collect:

Credit/Debit Card Information - This information is entered into our online booking system but this information is only used to process your credit/debit card transaction.

The Way We Use Information:

We use the information you provide about yourself when placing a booking to complete that booking. We do not share this information with any third parties. The information you provide about someone else, when placing a booking, is used only to complete the booking. We use return email addresses to answer the email we receive. We never share personal data provided to us with any third party.

We will provide you with regular updates, however, you may opt out from receiving these at any time.

Our Commitment To Data Security

To prevent unauthorised access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online.

Our Commitment To Children's Privacy

Protecting the privacy of the very young is especially important. For this reason we never collect process or maintain information of children under 16 without the permission of the parent or guardian.

How You Can Access Or Correct Your Information

You can access all your personal data information that we collect online and maintain by calling us or sending us an email. We use this procedure to better safeguard your information.

You can correct factual errors in your personal data by sending us a request that shows the error.

To protect your privacy and security, we will take reasonable steps to verify your identity before granting access or making corrections.

How To Contact Us

Should you have other questions or concerns about these privacy policies, please contact us at admin@365athleticsacademy.com or call 020 8777 8754.

PART THREE: DEFINITIONS

Data is recorded information whether stored electronically, on a computer, or in certain paper-based filing systems.

Data subjects for the purpose of this policy include all living individuals about whom 365 Athletics Academy holds personal data. A data subject need not be a UK national or resident. All data subjects have legal rights in relation to their personal information.

Personal data means data relating to a living individual who can be identified from that data (or from that data and other information in possession of 365 Athletics Academy). Personal data can be factual (such as a name, address or date of birth) or it can be an opinion (such as a performance appraisal). It can even include a simple e-mail address. It is important that the information has the data subject as its focus and affects the individual's privacy in some way. Mere mention of someone's name in a document does not constitute personal data, but personal details such as someone's contact details or salary would still fall within the scope of the Data Protection Act 1998.

Data controllers are the people or organisations who determine the purposes for which, and the manner in which, any personal data is processed. They have a responsibility to establish practices and policies in line with the Act. 365 Athletics Academy is the data controller of all personal data used in its business.

Data users include employees whose work involves using personal data. Data users have a duty to protect the information they handle by following 365 Athletics Academy's data protection and security policies at all times.

Data processors include any person who processes personal data on behalf of a data controller. Employees of data controllers are excluded from this definition but it could include suppliers which handle personal data on 365 Athletics Academy's behalf.

Processing is any activity that involves use of the data. It includes obtaining, recording or holding the data, or carrying out any operation or set of operations on the data including organising, amending, retrieving, using, disclosing, erasing or destroying it. Processing also includes transferring personal data to third parties.

Sensitive personal data includes information about a person's racial or ethnic origin, political opinions, religious or similar beliefs, trade union membership, physical or mental health or condition or sexual life, or about the commission of, or proceedings for, any offence committed or alleged to have been committed by that person, the disposal of such proceedings or the sentence of any court in such proceedings. Sensitive personal data can only be processed under strict conditions, including a condition requiring the express permission of the person concerned.

Information Commissioner an independent Officer appointed by Her Majesty the Queen and who reports directly to Parliament.

V1.0 2 March 2010