



Data Protection Act 2018

Privacy Notice

Holiday Activities and Food Programme

We need to hold personal information about you on our computers systems and in paper records to help us with the daily running of the Programme

Primary Sports Coaching Limited is responsible for their accuracy and safe keeping. Please help to keep your records up to date by informing us of any change of circumstances.

Senior staff and in some circumstance's admin staff may have access to your records to enable them to do their jobs. Anyone with access to your record is properly trained in confidentiality issues and is governed by a legal duty to keep your details secure, accurate and up to date.

All information about you is held securely and appropriate safeguards are in place to prevent loss.

In some circumstances we may be required by law to release your details to statutory or other official bodies, for example if a court order is present, or in the case of public educational matters. In other circumstances you may be required to give written consent before information is released.

We use data to:

- To assess entitlement to access for places on the holiday activities.
- Check with the HAF to see if funding is available.
- Ensure that funded places meet HAF requirements.

Categories of information that we collect, hold and share include:

117a Grenville Street • Edgeley
Stockport • SK3 9EU
Email: info@primaryscl.co.uk
www.primaryscl.co.uk

Stuart Walkinshaw: Company Director - 07888 693 240
Dave Underwood: Company Director - 07968 505 114
Dave Young: Company Director - 07843 562 285

Company Registration No: 10191510
VAT No: 245 2002 51



- Personal information (name, contact details, age)
- Special categories of data including characteristics information such as gender, age, ethnic group

The lawful basis on which we process this information

We process this information under:

- Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.
- Provision of the HAF Programme is a task carried out in the public interest or in exercise of official authority vested in the controller.

Collecting this information

The information you provide to us is voluntary however without it we will not be able to offer a funded place. In order to comply with Data Protection Act, we will inform you whether you are required to provide certain workforce information to us or if you have a choice in this.

Storing this information

We hold the information you provide whilst on the programme with is and for a period of 2 years following the date the programme ends.

Sharing of information

We will routinely share staff information with:

- The HAF to check funding.
- Schools.
- With our admin team to arrange the programme.
- Share the registers with Stockport or Manchester Council.
- Professionals working with your family.

We may legally have to share information with other services such as the police if the law requires us to do so.

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Requesting access to your personal data

Under the Data Protection Act, you have the right to request access to information about you that we hold. To make a request for your personal information, please make direct contact with the data protection team as outlined below.

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purposes of direct marketing
- Object to decisions being taken by automatic means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by a breach.

Data Protection Officer

The Organisation has an independent data protection officer service supplied by Global Policing Limited. Global Policing is an organisation run by ex-senior police officers who specialise in working with organisations and has vast experience of data protection matters. If you have any questions or comments, or wish to make any requests under the Regulations, you should contact them directly:

- Telephone (answerphone) 0161 212 1681
- Email datarequests@globalpolicing.co.uk
- Website www.globalpolicing.co.uk/data

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

Policy updated: April 2024

Policy review: April 2025

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