



Privacy Notice (GDPR)

StepUp Sports Coaching are committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your sports club booking and/or membership, StepUp Sports Coaching is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

What personal data we hold on you

You may give us information about you and your children by filling in forms at an event or online, or by corresponding with us by phone, e-mail or otherwise. This includes information you provide on the booking system when you are registering your children to attend a sports club/camp, and on the registration form when you register your child with Berkshire Youth Athletics Club. The information you give us may include yours and your children's names, children's date of birth, address, e-mail address, and phone number (Athletics Data). We also ask for relevant health information and emergency contact details, which is classed as special category personal data.

Why we need your personal data

The reason we need your Athletics Data is to be able to administer your booking and provide the services you are signing up to when you register online. Our lawful basis for processing your personal data is that we have a contractual obligation to you as a customer to provide the services you are registering for.

Reasons we need to process your data include:

For membership and club management

- processing of membership forms, booking forms, and payments;
- to provide information about club activities, membership renewals or invitations to social events;
- to provide information on when sports clubs/camps are available for booking;
- publishing of race and competition results

Any special category health data we hold on your child is only processed for the purpose of informing trained medical personnel i.e. doctors and paramedics, should they fall ill or become injured during a club training session or sports camp. We process this data on the lawful basis of consent. Therefore, we will also need your explicit consent to process this data, which we will ask for at the point of collecting it.

StepUp Sports Coaching has the following social media pages; Facebook and Instagram. All customers are free to join these pages. If you join one of the Social Media pages, please note that the provider of the social media platform has their own privacy policies and that StepUp Sports Coaching do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data on our social media pages.

Who we share your personal data with

When you register with StepUp Sports Coaching you do so via an online booking system that is operated by KidsClub HQ. All of your personal data that you share when registering on the booking system is stored digitally on KidsClub HQ's secure platform. All new customers are required to



positively consent to KidsClub HQ's Privacy Notice when they first register on the system. Existing customers are required to positively consent to KidsClub HQ's Privacy Notice when accessing the system for the first time since the changes were made on or around 25th May 2018. If you have any questions about the continuing privacy of your personal data when it is shared with KidsClub HQ, please contact wayne@stepupfoundation.org.uk .

StepUp Sports Coaching shares ONLY your name and email address with Mailchimp for the purpose of sending group emails relating to company activities such as sports clubs and camps, awards and other social events, membership renewal notices, and competitions. Our data processing requires some of your personal data (name and email address only), to be transferred outside of the UK for the purpose of creating our Mailchimp distribution list. Where we do transfer your personal data overseas it is with the appropriate safeguards in place to ensure the security of that personal data. Please ensure you have read and are happy with Mailchimp's Privacy Policy, which can be accessed via this link ([Mailchimp Privacy Policy](#)).

StepUp Sports Coaching is Ofsted registered, and as long as we continue to be so, we are required by law to share certain information with Ofsted at their request. Requests may include being asked for the names and dates of birth of children in attendance at a club/camp during an Ofsted inspection; a request to see copies of our accident and incident forms; or a request for a customer's address for follow up after an accident and/or incident. Please note we will only share personal data with Ofsted when we are lawfully required to do so.

How long we hold your personal data

We will hold your personal data on file for as long as you are a customer with us. Any personal data we hold on you will be securely destroyed four years after you last used any of our services. Your data is not processed for any further purposes other than those detailed in this policy.

Your rights regarding your personal data

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.

To request an update, change, review or erasure of any of your personal data, or for any queries relating to the use of your personal data, please contact Wayne Boardman via wayne@stepupfoundation.org.uk

As a data subject you are not obliged to share your personal data with StepUp Sports Coaching. If you choose not to share your personal data with us we may not be able to register or administer your booking or membership.