

Swift Sports Coaching Data Protection policy



History of most recent policy changes

Version	Date	Reason for Change
V1	7 th August 2017	Creation
V2	August 2018	GDPR
V3	August 2019	Review
V4	August 2021	Review
V5	August 2022	Review
V6	August 2023	Review
V7	August 2024	Review

Swift Sports Coaching need to keep certain personal data in regards to children and schools whom working in partnership with. To comply with the law, information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully. To do this, Swift Sports Coaching will comply with the Data Protection Principles which are set out in the Data Protection Act, 1998. All staff involved with the collection, processing and disclosure of personal data will be aware of their responsibilities and duties by adhering to this policy.

Personal information or data is defined as data which relates to a living individual who can be identified from that data or other information held. Personal data will:

- Be obtained and processed fairly and lawfully
- Be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with that purpose
- Be adequate, relevant and not excessive for those purposes
- Be accurate and kept up to date
- Not be kept for longer than is necessary for that purpose
- Be processed in accordance with the data subject's rights under the Data Protection Act 1998
- Be protected by an appropriate degree of security
- Checked for the quality and accuracy of the information it holds
- Not be retained for longer than is necessary
- When obsolete be destroyed appropriately and securely

All staff, parents/carers and other users are entitled to:

- Ask what information Swift Sports Coaching holds about them and why
- Ask how to gain access to it
- Be informed how to keep it up to date
- Clear and robust safeguards in place to protect personal information from loss, theft and unauthorised disclosure

All staff, Parents/Carers and education establishments responsible for:

- Checking that any personal data that they provide is accurate and up to date
- Informing Swift Sports Coaching of any changes to information which they have provided, e.g. changes of address

Staff, parents/carers and other users have the right to access any personal data that is being kept about them on computer and will also have access to paper-based data held in certain manual filing systems. Any person who wishes to exercise this right should make the request in writing to info@swiftsportscoaching.co.uk. Swift Sports Coaching may make a charge on each occasion that access is requested. Swift Sports Coaching will aim to comply with requests for access to personal information as quickly as possible, but will ensure that it is provided within 20 working days of receipt of a written request.