

# Pete Healey Sports Limited



## Privacy Notice

**Pete Healey Sports Limited takes your privacy and your personal data very seriously. We know how important it is to you that we treat any personal information that we might gather from you with the utmost care.**

The law is very clear about what we need to do in this regard and we are fully committed to complying with our legal obligations.

But we always do our best to protect your data because we genuinely value the trust that you put in us as an organisation and we believe ensuring we look after the information you give us is part of continuing that trusted relationship.

We abide by the principles, processes and practices we set out in our Data Protection Policy (last updated in May 2018 in line with GDPR).

In relation to GDPR, we use your consent as the lawful basis for processing your data and we rely on legitimate interest where we have existing and ongoing relationships with our donors, supporters and volunteers.

## Who we are

At Pete Healey Sports Limited our mission is to create fun, lively, safe and structured environment, giving children the guidance to develop core motor skills focusing on Rugby based activities. Our coaches deliver classes in a way that will help build your child's confidence alongside reinforcing their social skills.

## Get in touch

Before we tell you more about what data we gather, why we gather it, and how we look after it why don't we let you know how you can contact us. This might be to ask to see your data; to make a complaint about how we have handled your data; to ask us to delete or correct something.

Contact Pete Healey. Just drop him an email with the details of your request at [pete@rugbytykes.co.uk](mailto:pete@rugbytykes.co.uk) . It is as simple as that.

If you'd prefer to write to us, then please do:

Data Controller: Pete Healey

Address: 13 Lynworth Lane, Twyning, Tewkesbury, Glos, GL20 6DD

## Personal data - what's that?

By personal data, we mean any information that could be used to identify you. At its simplest this could be just your name and address; or, it could include your bank account details, telephone number, email address, a picture or recording of you.



## **Where we get your personal data from?**

As a starter, we only ever get your personal information from you. We don't buy lists or take data from third parties unless we have your consent to accept that information.

The only way we will collect data from you is through our membership form.

## **Members of Rugby Tykes**

As a member you will have provided us personal information that includes contact information, medical information and in some cases bank details.

## **Staff & Volunteers**

You might want to work for us, or already be employed here in which case we would hold personal information that you had given us for the purposes of your employment which might include your employment history and bank details.

If you are successful and you come and work for us then we use the performance of a contract as the lawful basis for processing your personal data.

You might also have volunteered with us, and so we would hold some personal information that you had given to us for the purposes of making that happen. Again, this might include information you had given to us with your consent relating to your interests, experience and contact information.

## **Sponsors**

As a sponsor, you might give us personal information if you take part in an event, register for an activity, or donate an amount to us to support our work. This might include your name and address and bank details, for example.

## **What we do with your personal data?**

### **Children, Young People and Families**

We use the data we gather from our members including children and families for the purposes of knowing our membership body and safeguarding our members. We are legally obliged to pass on personal information to the relevant authority if we thought a child, young person or vulnerable adult was at risk.

### **Staff and volunteers**

We use the information that staff provide us to ensure that we can meet our legal obligations as an employer and for administrative purposes. For volunteers, we use personal data for administrative purposes. In both cases, we also use personal data to ensure we comply with safeguarding legislation and our obligations there. This includes ensuring our vetting and barring checks are done in accordance with DBS legislation and best practice.

In some instances we need to record personal data to meet our legal obligations (for example we need to record financial transactions to comply with UK tax laws).



## **Sponsors**

We only use the information supporters have given us to process any gifts or donations or to keep them in touch with our work via newsletters and other communications. This might also include letting them know about exciting opportunities to take part in events.

We never use your data for profiling, for identifying potential donors or for donor preference analysis.

## **How long we keep your data for?**

We would never seek to keep your data for longer than you would think reasonable. In our GDPR and Data Protection Policy we set out a retention schedule that indicates how long we hold personal information and when it is deleted or archived.

If you would like to know how long we keep data for then please do contact us using the contact information at the top of this privacy notice.

## **Who can see your information?**

We take data security very seriously. Our internal systems are robust and we have invested in ensuring our data systems meet industry standards. Access to information we hold internally is restricted according to the type of data we hold and where we hold it. All personal data is only processed by our data controller. We hold data securely on password word protected databases.

## **GDPR – A Summary of Your Rights**

The Information Commissioner's Office (ICO) has produced a summary of your rights in relation to data protection and the General Data Protection Regulation (GDPR)

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you have a concern about how we have handled or processed your data, or are unsatisfied with our response to a complaint you have raised with us then please contact the ICO –

<https://ico.org.uk/concerns>

This privacy notice was last updated in May 2018 in line with the compliance deadline for GDPR. It is reviewed regularly.