



London Football School

Data Compliance Policy

Introduction

We are committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.

What personal data do we collect?

We collect personal data about you and your child to provide care and learning that is tailored to meet your child's individual needs. We also collect information in order to verify the correct team age group they should be in and also all of the required information to sign them up to the league..

Personal details that we collect about your child include:

your child's name, date of birth, address, health and medical needs, developmental needs, and any special educational needs.

Personal details that we collect about you include:

your name, home, phone numbers, emergency contact details, family details and date of birth.

Why we collect this information and the legal basis for handling your data

We use personal data about you and your child in order to provide childcare services and fulfil the contractual arrangement you have entered into. This includes using your data to:

- contact you in case of an emergency
- for league registration purposes
- to maintain contact with you about your child's progress and respond to any questions you may have
- to keep you updated with information about our service



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For our website we will be using photos and videos that may include your child. You will have the opportunity to withdraw your consent for images to be taken at any time, by confirming so in writing.

We have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare.

We will never share your data with any other organisation to use for their own purposes.

How do we protect your data?

We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed:

All hardcopy data is stored in locked cabinets

All digital data is stored on encrypted drive

How long do we retain your data?

We retain your child's data until you tell us you no longer want us to do so.

Automated decision-making

We do not make any decisions about your child based solely on automated decision-making.

Your rights with respect to your data

You have the right to:

request access, amend or correct your/your child's personal data

request that we delete or stop processing your/your child's personal data, for example where the data is no longer necessary for the purposes of processing; and

request that we transfer your, and your child's personal data to another person

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please contact us. If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or ico.org.uk/

Changes to this notice

We keep this notice under regular review. You will be notified of any changes where appropriate.

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we ONLY
do
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