



AJB Sports in Education

Data Protection Policy

Policy Statement

AJB Sports in Education is committed to protecting the privacy, security and confidentiality of personal information.

We recognise the importance of handling personal data responsibly and in accordance with applicable data protection legislation, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This policy outlines how AJB Sports in Education collects, uses, stores and protects personal information.

Purpose

The purpose of this policy is to ensure that:

- Personal information is handled lawfully and fairly
- Information is used only for legitimate purposes
- Appropriate security measures are in place
- Individuals' privacy rights are respected
- Staff understand their responsibilities regarding personal data

Information We May Collect

AJB Sports in Education may collect and process information including:

Child Information

- Name
- Date of birth
- School attended
- Medical information
- Allergy information
- SEND information
- Emergency contact details



Parent/Carer Information

- Names
- Addresses
- Telephone numbers
- Email addresses
- Collection arrangements

Staff Information

- Contact details
 - Qualifications
 - Employment-related records
 - Safeguarding and training records
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Why Information Is Collected

Information may be collected for purposes including:

- Camp registration and attendance
- Safeguarding and welfare
- Medical support
- Emergency contact arrangements
- Activity planning
- Behaviour management
- Communication with parents/carers
- Compliance with legal obligations

Information will only be used for legitimate business and safeguarding purposes.

Storage of Information

AJB Sports in Education uses secure systems and procedures to protect personal information.

Information may be stored:

- Digitally through approved systems and software
- Electronically on secure devices
- In limited paper-based records where necessary



Access to personal information is restricted to authorised individuals who require it for operational purposes.

Data Security

AJB Sports in Education takes reasonable steps to protect information against:

- Unauthorised access
- Loss
- Misuse
- Alteration
- Accidental disclosure

Staff are expected to handle information responsibly and follow company procedures regarding data security.

Sharing Information

Information will only be shared where:

- Consent has been provided where appropriate
- It is necessary to protect a child's welfare
- It is required by law
- Emergency services require relevant information
- Partner organisations require information for legitimate operational purposes

Only information that is necessary for the specific purpose will be shared.

Photography and Media

Photographs and videos will only be used in accordance with parental permissions and AJB procedures.

Photographic consent information will be reviewed and respected at all times.



Data Retention

AJB Sports in Education will retain information only for as long as necessary to fulfil operational, safeguarding, legal or regulatory requirements.

Information that is no longer required will be securely deleted, destroyed or anonymised where appropriate.

Individual Rights

Individuals may have rights regarding their personal information, including:

- Access to information
- Correction of inaccurate information
- Restriction of processing where appropriate
- Requests regarding information held

Requests should be submitted directly to AJB Sports in Education.

Staff Responsibilities

All staff are responsible for:

- Protecting confidential information
- Following AJB procedures
- Reporting data breaches or concerns
- Maintaining appropriate security practices

Failure to comply with this policy may result in disciplinary action.

Review

This policy will be reviewed annually or sooner if legislation or operational requirements change.

Approved By: _____

Date: _____