



Energize Gymnastics

Data Protection & GDPR Compliance Pack

1. Data Protection (GDPR) Policy

1. Purpose of this Policy

Energize Sports Coaching Limited New Mills ("the setting") is committed to protecting the personal data of children, parents/carers, staff, volunteers, and visitors. This policy explains how we comply with the UK GDPR and the Data Protection Act 2018.

2. Scope

This policy applies to all staff, volunteers, contractors, and all personal data processed by the setting.

3. Data Protection Principles

We follow the six principles of UK GDPR. Personal data must be:

- Processed lawfully, fairly and transparently
- Collected for specified, explicit and legitimate purposes
- Adequate, relevant and limited to what is necessary
- Accurate and kept up to date
- Kept only for as long as necessary
- Processed securely

4. Lawful Bases for Processing

We rely on:

- Legal obligation
- Public task
- Contract
- Vital interests
- Consent (for optional activities such as photos)

5. Types of Data We Collect

- Child information (name, DOB, medical needs, SEND, attendance)
- Parent/carer information (contact details, permissions, emergency contacts)
- Staff information (employment records, DBS, training)
- Safeguarding information
- Financial information
- Photos/videos (with consent)

6. How We Use Personal Data

We use data to:

- Deliver safe, high quality childcare
- Meet safeguarding and welfare requirements
- Communicate with families
- Maintain accurate records
- Meet legal and regulatory duties
- Process payments

7. Data Sharing

7.1 General Sharing Rules

We do not share personal data with third parties unless:

1. Required by law

2. Necessary to deliver our services
3. Required for safeguarding
4. We use GDPR-compliant third-party processors

7.2 Third-Party Processors

We use trusted providers who meet GDPR standards.

LoveAdmin – Contact, Schedule & Payment Handling

Privacy policy: <https://loveadmin.com/privacy-policy/>

Where data is shared, we ensure it is handled safely, securely, and lawfully.

8. Data Storage & Security

- Paper records locked securely
- Digital records password-protected and encrypted where possible
- Access restricted to authorised staff
- Secure disposal of data

9. Data Retention

We keep data only as long as necessary (see Retention Schedule).

10. Rights of Individuals

Individuals have the right to:

- Access their data
- Request corrections
- Request deletion (where lawful)
- Restrict processing
- Object to processing
- Withdraw consent
- Request data portability

11. Data Breaches

Any suspected breach must be reported immediately to the Data Protection Lead. Serious breaches will be reported to the ICO within 72 hours.

12. Data Protection Lead

Name: Jackie Warburton

Role: Owner & Lead Practitioner

13. Review

This policy is reviewed annually.

2. Parent & Carer Privacy Notice

1. Who We Are

Energize Gymnastics New Mills is the data controller for all personal data relating to children and families.

2. What We Collect

- Child details
- Medical and SEND information
- Attendance

- Accident/incident forms
- Parent/carer contact details
- Payment information
- Photos/videos (with consent)

3. Why We Collect It

To:

- Provide safe childcare
- Meet legal requirements
- Communicate with families
- Respond to medical needs
- Process payments

4. Lawful Bases

Legal obligation, public task, contract, vital interests, consent.

5. Sharing Your Personal Data

We do not share your data unless required by law or necessary to deliver our services.

GoCardless – Payment Processing

Privacy policy: <https://gocardless.com/legal/privacy/>

We share only the information needed to process payments and manage related queries.

6. How We Store Data

Securely stored in locked cabinets or encrypted digital systems.

7. Retention

See Retention Schedule.

8. Your Rights

You may request access, correction, deletion, or restriction of your data.

3. Staff Privacy Notice

1. What We Collect

- Personal details
- Employment records
- DBS checks
- Payroll information
- Training records
- Safeguarding information

2. Why We Collect It

To meet legal obligations, manage employment, ensure safeguarding, and maintain payroll.

3. Lawful Bases

Legal obligation, contract, public task, vital interests, consent.

4. Sharing Staff Data

We may share data with:

- HMRC
- Ofsted
- Payroll providers
- Safeguarding teams
- Emergency services

5. Retention

See Retention Schedule.

4. Data Breach Procedure

1. What Is a Breach?

Loss, theft, unauthorised access, accidental disclosure, cyberattack.

2. Immediate Actions



- Contain the breach
- Notify the Data Protection Lead
- Record details

3. Investigation

Assess severity, risks, and affected individuals.

4. Reporting

Report to ICO within 72 hours if risk is likely.

5. Informing Individuals

Notify affected people where necessary.

6. Review

Update procedures and training.

5. Data Retention Schedule

6. Data Sharing Statement

Energize Gymnastics New Mills shares personal data only when necessary, lawful, and in the best interests of children and families. We use GDPR-compliant third-party processors such as GoCardless for payment processing. We never share data for marketing.