

# **THE TRAMPOLINE TRAINING SCHOOL**

## **DATA PROTECTION & PRIVACY POLICY**

The Trampoline Training School ensure that your data is protected. The new GDPR (General Data Protection Regulation) is coming into force on 25<sup>th</sup> May 2018 and replaces Data Protection. We at The Trampoline Training School are making sure your personal data is secure.

GDPR states that personal data should be 'processed fairly & lawfully' and 'collected for specified, explicit and legitimate purposes' and that individuals data is not processed without their knowledge and are only processed with their 'explicit' consent. GDPR covers personal data relating to individuals. The Trampoline Training School is committed to protecting the rights and freedoms of individuals with respect to the processing of candidate's personal data.

The Data Protection Act gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly.

The Trampoline Training School is registered with the ICO (Information Commissioners Office) under registration reference:

### **The GDPR rights for Individuals:**

#### **1. The right to be informed**

As a training facilitator, The Trampoline Training School is required to collect and manage data of candidates such as names, school address, email address, telephone number, finance contact, teacher reference number any medical conditions and emergency contact.

The Trampoline Training School does not use Cookies on their website.

#### **2. The right to access**

An individual can make a request about their personal data, The Trampoline Training School will need to respond within one month. If we have a lawful obligation to refuse data we can refuse but will inform them of the reasons for rejection.

#### **3. The right to erasure**

You have the right to ask for your data to be erased. However The Trampoline Training School a legal duty to keep candidates data for a reasonable time. The Trampoline Training School will retain these records for 3 years after completion of the training course, accident and injury records for 3 years. Data is kept securely The Trampoline Training School office and shredded after the legal retention period.

#### **4. The right to restrict processing**

Candidates can object to The Trampoline Training School processing their data. This means that the records can be stored but not used in any way (for example communications)

#### **5. The right to data transfer**

The Trampoline Training School is required to transfer data from one IT system to another. This will be to British Gymnastics (the governing body). These recipients have their own policies in place.

#### **6. The right to object**

Candidates can object to their data being used for certain activities like marketing and research.

#### **7. The right not to be subject to automated decision-making including profiling**

The Trampoline Training School does not use personal data for marketing to other companies.

### **PERSONAL DATA AT THE TRAMPOLINE TRAINING SCHOOL**

#### **STORAGE**

The Trampoline Training School stores consent, application, medical, safely in a locked filing system. Database and register storage is encrypted with a password on a computer.

#### **3<sup>rd</sup> PARTIES**

The Trampoline Training School only gives personal data as follows:  
British Gymnastics (the governing body).

#### **REGISTERS**

Registers with Name, email address, school name and address only are encrypted on a computer. The tutor has a copy of the register on paper. They hold them securely with them at all times and never let out of their site. The tutor is trained to do so and to shred the register when no longer in use.

#### **WEBSITE**

The Trampoline Training School does not use cookies on their website. All policies can be found on the website.

#### **EMAILS**

Emails are stored on a password protected digital devices, under a password protected account. Emails are kept however long is necessary for the topic within the email. Only The Trampoline Training School has access to the passwords and is changed regularly.

## **VIDEO & PHOTOGRAPHY**

The Trampoline Training School does not allow any recording of training courses or candidates.

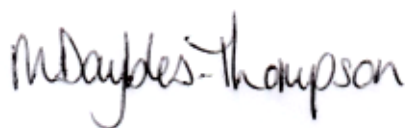
The Trampoline Training School may send you emails for confirmation of course booking, resources and information about future courses. All have a right to opt out of this at any point.

GDPR means that The Trampoline Training School must:

- Manage and process personal data properly
- Protect the individual's right to privacy
- Provide an individual with access to all personal information held on them.

This policy was adapted in May 2018

Signed:

A handwritten signature in black ink that reads "Mandy Daybles-Thompson". The signature is written in a cursive, slightly slanted style.

Mandy Daybles-Thompson

The Trampoline Training School