



Privacy Notice - Children and Young Person's Information

For the purposes of data protection legislation, this applies to any activity involving use of personal data for example, collecting, storing, sharing, and destroying information.

The categories of this information that we collect, process, hold and share include:

- personal information (such as name, date of birth, address and emergency contact details)
- characteristics (such as ethnicity, relevant medical information, special educational needs information)

Why we collect and use this information

We use children and young person's data to:

- enable us to provide enable us to carry out specific functions for which we have entered into a contract with you, for example provision of an activity;
- derive statistics which inform decisions such as the class sizes, hours of operation and types of activities;
- assess our performance and provide data to inform grant applications and funding requests.

The lawful basis on which we use this information

- We collect and use this information to protect the vital interests of the child or young person who is physically or legally incapable of giving consent;
- The data is necessary for the performance of a contract between us;
- Processing is necessary for carrying out our obligations under employment and social protection and safeguarding law;
- Processing of data is in the public interest and necessary for statistical purposes.

Collecting this information

Whilst the majority of children and young person's information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing this information

We hold children and young person's information for 12 months, after which time the data is destroyed.

Who we share this information with

We do not share information about children and young people without consent unless the law and our policies allow us to do so.

Requesting access to your personal data

Under data protection legislation, parents legal guardians and young people have the right to request access to information about them that we hold. To make a request for your personal information, contact The General Manager, Wodson Park Trust, Wodson Park Sports Centre, Wadesmills Road, Ware SD12 0UQ or email info@wodsonpark.org.uk

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further information

If you would like further information about this privacy notice, please contact:

**The General Manager, Wodson Park Trust, Wodson Park Sports Centre, Wadesmills Road, Ware SD12 0UQ
or email contact@wodsonpark.org.uk**