



Privacy notice for participants of Tollo Academy sessions

This document gives you detailed information about how we use your personal data and complies with the Data Protection Act 2018 and the EU General Data Protection Regulations.

Your privacy is critically important to us.

We follow a few fundamental principles as to how we use data:

- We are thoughtful about the personal information that we ask you to provide.
- We carefully consider the ways that we use and store your personal information.
- We share your data only when we need to.
- We take steps to ensure that the organisations with whom we share your information understand that your privacy is critically important.
- We aim to store personal information for as long as we have a reason to keep it and not longer than this.
- We believe in full transparency on how we gather, use, and share your personal information.
- We never sell your personal data to anyone.

1 – Whose data do we process?

We process personal data relating to participants at our events and their parents/carers. We receive some data about pupils from their school, for example, children entitled to pupil premiums, where the pupil premium covers the cost of our courses and sessions. We ask and process consent for pupils to be photographed and videoed while at our courses and sessions.

Please contact Charlie McCarthy on 07837 870475 if you do not wish your photograph/video footage or your child's photograph/video footage to be published.

2 - Why do we process your data?

As an organisation, we are contracted to provide sporting and physical education opportunities for all of our participants. As we work with children and young people, we have a legal obligation to keep them safe and safeguard their welfare and we may also process data about participants for this reason, for example, medical information.

Your data is processed for the following reasons:

- Organising and managing competitions
- Entry to competitions
- Assessing the quality of our services
- Administrating and running trips and visits
- To celebrate pupils' achievements
- Increase awareness of Tollo Academy activities

The data that we require about participants may include some sensitive data so that we can tailor our services to meet

*Sensitive data that we **must** know about*

- You **must** tell us about a pupil's health or medical conditions.
- We would be unable to keep children safe without processing some essential health-related information to enable us to do that.
- If we were unable to store or process this information, we would be unable to meet the learning or welfare needs of our participants.

3 – What data do we process about pupils and families?

The personal data that we hold and process may include:

- Personal details, including names, age, school, parents and carers contact details.
- Personal characteristics (such as disability, medical impairments and special needs)
- Photographs of pupils attending our events which may be published online (Tollo Academy, Twitter, Instagram, FaceBook and other advertising).
- Videos of pupils attending our events which may be published online (Tollo Academy, Twitter, Instagram, FaceBook, YouTube and other advertising).

Parents/Pupils should contact Charlie McCarthy on 07837 870475 or by email to tolloacademy@gmail.com to notify us if you do not wish your photograph/video footage or your child's photograph/video footage to be published.

4 – How do we store and process your data?

Data is stored on our systems and we use cloud-based providers such as Google to ensure data is backed-up and held securely. Access to data is password-protected and any hard copy data is shredded immediately after use.

5 – How can I see what data you hold about me?

You have a right to access personal information that we hold about you or your child and you can do this by contacting the Charlie McCarthy (as above).

The data controller responsible for processing your personal data is Tollo Academy:

Mr Charlie McCarthy
161 Richmond Road
Croydon
CR0 4SL

Email: tolloacademy@gmail.com

6 – For how long do you store data about me?

Data is retained for the period that pupils are within the primary or secondary school age group and able to benefit from our services. If you do not wish to be contacted in relation to our activities, please email us.

7 – What rights do I have regarding my personal data?

- The right to be informed about how your data is used and why. This is the objective of this notice.
- The right of access to see what data is held about you.
- The right to rectification of incorrect or incomplete data held about you.
- The right to erase data if there is no compelling reason for it to be held.
- The right to restrict processing of your data where there is an unresolved dispute about the data.
- The right to object to your data being processed due to your particular situation, if there is no compelling legitimate reason for your data to be processed.

8 – How do I exercise my rights or make a complaint?

Please contact tolloacademy@gmail.com if you wish to exercise your rights or wish to make a complaint about data-handling. You may also approach the Information Commissioner's Office (ico.org.uk) with your concern.