



## **PRIVACY NOTICE FOR PARENTS/CARERS**

### **REGARDING THE DATA OF CHILDREN & YOUNG PEOPLE**

Under data protection law, individuals have a right to be informed about how DT Coaching Services Limited (the **Company**) uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about children and young people who are registered to receive our services. The Company is the 'data controller' for the purposes of data protection law.

#### **1. The Personal Data we hold**

8.1 Personal data that we may collect, use, store and share (when appropriate) about children and young people includes, but is not limited to:

- Contact details;
- Date of birth;
- Characteristics, such as ethnic background, eligibility for free school meals, or special Educational needs;
- School attended and class;
- Details of any medical conditions, including physical and mental health;
- Details of any allergies;
- Details of any additional support needs;
- Images.

8.2 We may also hold data about children and young people that we have received from other organisations, including other schools and local authorities.

#### **2. Why We Use this Data**

We use this data to:

- Provide our services (i.e. activity clubs);
- Provide appropriate additional support whilst using our services;
- Protect pupil welfare
- Assess the quality of our services
- Carry out research
- Comply with the law regarding data sharing

#### **3. Our legal basis for using this data**

3.1 We only collect and use children and young peoples' personal data when the law allows us to. Most commonly, we process it where:

- We have obtained consent
- We need to comply with a contractual obligation

- 3.2 Less commonly, we may also process children and young peoples' personal data in situations where:
- It is necessary for our legitimate interests (or the legitimate interests of a third party)
  - We need to protect the individual's vital interests (or someone else's interests)
- 3.3 Where we have obtained consent to use children and young people's personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.
- 3.4 Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

#### **4. Collecting this information**

While the majority of information we collect about children and young people is mandatory for us to be able to provide our services, there is some information that can be provided voluntarily. Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional.

#### **5. How we store this data**

- 5.1 We keep personal information about children and young people while they are attending (or due to attend) any of our services. We may also keep it beyond their attendance at our services if this is necessary in order to comply with our legal obligations.
- 5.2 All data is stored and backed up by the company's secure network. Sensitive personal records will be stored in locked cabinets (or lockable register wallets) and only accessed by restricted staff members to be used as per above.

#### **6. Data sharing**

- 6.1 We do not share information about children and young people with any third party without consent unless the law and our policies allow us to do so.
- 6.2 Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about children and young people with:
- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns
  - Your family and representatives – in the public interest to keep those who support children and young people informed about their time at the activities we provide
  - Schools - in the public interest to keep the school who educates the children or young people informed about their time at the activities we provide/education
  - Health authorities and bodies – in the public interest of providing urgent medical care for a child or young person
  - Health and social welfare organisations - to meet our legal duty in reporting serious accidents and in the public interest of providing health and social welfare support for children.
  - Police forces, security organisations, courts, tribunals – to meet our legal duty in keeping children safe and complying with the law

## **7. Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## **8. Parents and pupils' rights regarding personal data**

- 8.1 Individuals have a right to make a 'subject access request' to gain access to personal information that we hold about them.
- 8.2 Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.
- 8.3 Parents also have the right to make a subject access request with respect to any personal data that we hold about them.
- 8.4 If you make a subject access request, and if we do hold information about you or your child, we will:
- Give you a description of it
  - Tell you why we are holding and processing it, and how long we will keep it for
  - Explain where we got it from, if not from you or your child
  - Tell you who it has been, or will be, shared with
  - Let you know whether any automated decision-making is being applied to the data, and any consequences of this
  - Give you a copy of the information in an intelligible form
- 8.5 Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

## **9. Other rights**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

## **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

Rachel Tremaine – [rachel@dtcoaching.co.uk](mailto:rachel@dtcoaching.co.uk)

**Notice last reviewed:** August 2025

**Next review date:** August 2026