

NM Jets Cheer and Dance Programme

Privacy Notice (Participants)

Why are we giving this to you?

In order to function effectively as a cheerleading and dance programme, we need to use information about you. We do this for a number of reasons. This form tells you what information we use about you and why we use it. It is very important that information about you is kept safe. We explain below how we keep your information safe.

If you want to know anything about what we do with information about you then please ask the Programme Leader, Miss Campbell, or speak to your parents/guardians and ask them to contact the NM Jets team. Our contact details are on our website: nmjets.org.uk. We want you to feel that you are free to raise any questions at all.

You can contact Miss Campbell by emailing her: jourdon@nmjets.org.uk

Policy Statement

We are The NM Jets Cheer and Dance Programme (hereafter referred to as “the programme”). During your time with us, we will use information that we gather in relation to you for various purposes. Information that we hold in relation to you is known as “personal data”. This will include data that we obtain from you directly and data about you which we obtain from other people and organisations. We might also need to continue to hold your personal data for a period of time after you have left the programme. Anything that we do with your personal data is known as “processing”.

This document sets out what personal data we will hold about you, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

What information do we use about you?

We will collect, hold, share and otherwise use information about you set out in the boxes below:

• Name	• Telephone and email contact details	• Date of birth
• Address	• Photographs	• Videos
• Eligibility for free school meals	• Behavioural information	• Medical / health information
• Clothing sizes (for kit orders etc.)		

We will also collect, hold, share and otherwise use some information about you which is “special category personal data” and we will take extra care to make sure that this is kept safe:

• Details of your school or other institution	• Special educational needs and disability information	• Information relating to keeping you safe
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| • Dietary requirements | | |
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Where do we get this information from?

We get this information from:

- You
- Your parents/guardians, and other children's parents/guardians
- Coaches and other staff
- People from other organisations, like doctors or your school, for example

Why do we use this information?

We use this information for lots of reasons, including:

- To make sure that we give you support during your time with us
- To make sure that we are able to address and support any educational, health or social needs you may have
- To make sure everyone is treated fairly and equally
- To keep you and everyone connected with the programme safe and secure
- To deal with emergencies involving you
- To celebrate achievements
- To provide information to your parents/carers

Some of these things we have to do by law. Other things we do because we need to so that we can run the programme.

Sometimes we need permission to use your information. This includes taking pictures or videos of you to be used on our website or in the newspaper. Before we do these things we will ask you or, if necessary, your parent/carer for permission.

Why do we use special category personal data?

We may need to use the information about you which is special (mentioned above) where there is a specific interest to do so for example health and social care purposes or to provide you with equal opportunities and treatment. We will also use this information where you have given us permission to do so.

There may also be circumstances where we need to use your information in relation to legal claims, or to protect your vital interests and where you are unable to provide your consent.

How long will we hold information in relation to our participants?

We will hold information relating to you only for as long as necessary. How long we need to hold on to any information will depend on the type of information.

Who will we share participant information with?

We may share information about you with:

- Programme staff and volunteers
- Contractors, to enable them to provide the programme with an effective service
- Other organisations you may attend or require support from

Keeping this information safe

It is very important that only people who need to use your information can see it. The programme keeps your information safe by: storing it on a password-protected management system; keeping digital files password-protected and paper files in locked cabinets or offices.

Your rights in relation to your information

You can ask to see the information we hold about you. If you wish to do this you should contact the Programme Leader.

You also have the right to:

- Object to what we are doing with your information
- Have inaccurate or incomplete information about you amended
- Ask us to stop doing certain things with your information in some cases
- Ask that decisions about you are not made using automatic systems
- Claim against the programme in certain circumstances where you have suffered as a result of the programme breaching your data protection rights

If you feel it necessary to do any of the above, you can speak with the Programme Leader, Miss Jourdon Campbell. Her email address is jourdon@nmjets.org.uk.

The programme does not have to meet all of your requests and we will let you know where we are unable to do so.

Concerns

If you are concerned about how we are using your personal data then you can speak with the Programme Leader or, if necessary, you or your parent/carer can contact an outside agency - the Information Commissioner's Office - who could also help. Please see: <https://ico.org.uk/concerns/>.