

NM Jets Cheer and Dance Programme

Privacy Notice (Parents/Carers)

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. 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 child’s 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 your child has 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	• Address
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Where do we get this information from?

We get this information from:

- You
- Your child
- Coaches and other staff

Why do we use this information?

We use this information for lots of reasons, including:

- To make sure that we give your child support during their time with us
- To keep your child and everyone connected with the programme safe and secure
- To deal with emergencies involving your child
- To celebrate your child’s achievements
- To provide information to you

Some of these things we may be required 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 for permission.

There may also be circumstances where we need to use your information in relation to legal claims.

How long will we hold information relating to you?

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 parents'/carers' 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

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 (if relevant)
- 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 at jourdon@nmjets.org.uk 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/>.

Appendix 1

Third party personal data provided to us by you

Please note it is the responsibility of parents/carers to seek consent from third parties (e.g. emergency contacts) before supplying us with their personal data (e.g. name, address, telephone numbers). This is set out in our Data Protection Policy which can be viewed on our website: nmjets.org.uk.

In relation to personal data provided to us by parents/carers and relating to third parties our Data Protection Policy states the following:

“In the case of parents/carers who provide personal data to us concerning third parties this should always be done only after gaining the consent of these third parties; parents/carers are required to provide signed confirmation this has been done on our Emergency Contacts Form (Annex 2).”

This form can also be viewed on our website and has been reproduced on the following pages for your convenience.

Emergency Contacts Form

**NM JETS
EMERGENCY CONTACT DETAILS**



Participant's information

NM Jets participant's name.....
Date of birth.....
Home address.....

Parent(s)/carer(s) information

First parent's/carers name.....
Home address (if different from above).....
.....
Home tel. no..... Mobile.....
Email address.....

Second parent's/carers name.....
Home address (if different from above).....
.....
Home tel. no..... Mobile.....
Email address.....

Additional emergency contact

First additional contact's name.....

Address.....

.....

Emergency tel. no......

Relationship to participant.....

Email address.....

Please set out the priority in which you wish the above named individuals to be contacted:

1.....

2.....

3.....

Form completed by

Name:.....

IMPORTANT: I confirm that I have sought the agreement of each of the above named individuals to be named as an emergency contact for the above named NM Jets participant and their consent before sharing their personal data as set out above with NM Jets for this purpose.

Signature.....

Date.....