



Privacy Policy

The Purpose

The purpose of this Privacy Statement is to explain, how Jack Attack Sport's processes personal data from when data is first received to when it is no longer needed and deleted or destroyed. This is written for anyone who is making an enquiry about the services or booking a session provided by Jack Attack Sport's.

The role of Jack Attack Sport's

The role in data protection terms is of data controller; we determine the purpose and the use of personal data that is collected by Jack Attack Sport's. It is our responsibility to ensure that the information is processed in accordance with the latest UK legislation. If you have any concerns, please contact jackattacksports@outlook.com

The personal data processed

The way in which Jack Attack processes the personal data we receive will only be the basic information i.e names, address, contact numbers and emails. These are collected to be able to respond to any enquiries we may receive. In addition, if you are booking a session for a child, you would be required to provide us with additional information about the child i.e health and personal description related data; in order to be able to successfully complete the booking. At the point of purchase of the sessions, we will also collect minimal financial details.

How do we collect the data

We collect and receive data from you when you make an inquiry through the website, a phone call, email or when you attend our clubs.

Duty of Confidentiality

Jack Attack Sport's will treat all personal data we receive with confidence. We will ensure all the necessary measures are in place to ensure all personal data received is securely stored. If we need to use any third parties, we would expect them to do them when treating confidential information to be able to fulfil our contractual obligations to yourself. These third party companies are required to enter into a separate agreement with us should there not be an equivalent clause in our contract with them.

How will Jack Attack Sport's process personal data lawfully

We have a legitimate interest to respond to all enquires however these have been received

- When we have received your consent for us to be able to process data such as health/medical related needs to be able support the club
- To be able to fulfil our obligations with parent/guardians to be able to deliver clubs as expected
- To comply with legal obligations

Jack Attack Sport's will never sell any personal data we have received; although at times we may have to give some information out when it is absolutely necessary. These include the HMRC for invoice related activities

Where will Jack Attack Sport's process Personal Data

Jack Attack Sport's will process all personal data within the UK. We use Microsoft to produce and save all information received.



Retention Schedule

Jack Attack Sport's will follow a schedule to decide on how long we are to hold personal data receive for.

- When an enquiry has been received and you choose not to use our clubs, we will keep all information for 2 years in which after this time information will be deleted
- If you have purchased sessions from us we will retain details such as, contact, banking and name until you ask us to delete them or for a period of time after you have finished business with us.
- If we have consent to be able to hold your details; these will be kept until you withdraw this consent
- For Financial purposes we will hold all personal and financial information for a period of 7 years
- We will not keep personal data for children aged 12 and over

Documents that include personal date may be kept beyond the schedule if we believe there is a legitimate interest or legal obligation. This does not affect your rights stated under UK GDPR.

What happens at the end of the retention schedule

Jack Attack Sports will delete or return any personal data received by documentation and emails. This may take up to 3 months after the retention criteria has expired to do this.

UK Data Protection Regulation

This defines the rights that you have (although these do not apply in all situations)

- Right to be informed- this tells you how your personal data is being used. This is outlined in this policy
- Right to Access- your personal data is held by Jack Attack Sport's, you are able to do this by submitting a Data Subject Access Request
- Right to rectification- if you believe the personal data we hold on file has been collected incorrectly or requires to be updated
- Right to erasure- you are able to, if you require your personal data in which Jack Attack Sport's holds no longer has a lawful basis in which we hold/process
- Right to restrict processing- in particular situations, when your personal data is not for functional purposes until issues are resolved
- Right to data portability- readable versions of your personal data that is held with us- this is only for the data you have provided us with your consent
- Right to object- You are able to do this if Jack Attack Sport's is using your personal data that does not relate to contractual/legal obligation
- Rights related to automatic decision making and profiling- this is something that Jack Attack Sports does not use
- Right to withdraw your consent- you are able to do this at any time when you have given us personal data information on a lawful basis.

Exercising rights or making queries.

You are able to do this by contacting the director. To be able to do this first we would need to confirm your identity, we may also ask you to provide us with documentation to enable us to be able to do this. If you have any questions with the way we are processing the data you provide us, please contact the director.

Review

This policy will be reviewed ever 12 months or soon if there are any changes with UK legislation.