

Play Sports Juniors Netball Academy

Data Protection & Privacy Policy

Policy Owner: Play Sports Leagues Ltd / Play Sports Juniors

Applies To: All Academy coaches, Lead Coaches, volunteers, staff, parents/carers and participants

Effective From: 1st September 2026

Review Date: 1st August 2027

Version: 1.0

1. Purpose

Play Sports Juniors is committed to protecting the personal information of Academy participants, parents/carers, coaches, volunteers and other individuals involved in Academy activities.

The Academy will handle personal information responsibly, securely and in accordance with applicable data protection legislation.

This policy explains what information may be collected, how it is used, who may have access to it and how it is protected.

2. Scope

This policy applies to personal information collected or used in connection with the Netball Academy, including information relating to:

- Children and young people.
- Parents and carers.
- Coaches and Lead Coaches.
- Volunteers.
- Play Sports Juniors staff.
- Other individuals involved in Academy activities.

It applies to information held electronically, on paper or in any other format.

3. Personal Information Collected

Play Sports Juniors may collect information necessary to operate the Academy safely and effectively.

This may include:

- Child's name.
- Date of birth.
- Parent/carer name.

- Contact details.
- Emergency contact information.
- Attendance information.
- Medical information.
- Allergies.
- Relevant additional needs or accessibility information.
- Photography and video consent.
- Payment and membership information.
- Records of accidents or incidents.
- Relevant safeguarding information.
- Communication records.

Only information that is reasonably necessary for the Academy's activities should be collected.

4. How Information Is Used

Personal information may be used to:

- Register children with the Academy.
- Manage bookings and memberships.
- Process payments.
- Organise sessions and age groups.
- Contact parents/carers.
- Respond to emergencies.
- Provide appropriate first aid and medical support.
- Safeguard children.
- Manage attendance and collection arrangements.
- Communicate Academy information.
- Manage complaints and incidents.
- Meet legal or regulatory obligations.
- Improve Academy services where appropriate.

Information will not knowingly be used for unrelated purposes without an appropriate lawful basis.

5. Lawful and Fair Processing

Play Sports Juniors will process personal information fairly and lawfully.

Depending on the circumstances, information may be processed because it is:

- Necessary to provide Academy services.
- Necessary to comply with a legal obligation.
- Necessary to protect an individual's vital interests.
- Necessary for safeguarding purposes.
- Covered by consent where consent is the appropriate basis.
- Necessary for another legitimate and lawful business purpose.

Where consent is relied upon, it should be freely given, informed and appropriately recorded.

6. Children's Data

Play Sports Juniors recognises that children's personal information requires particular care.

Information relating to children will only be accessed or used where there is a legitimate reason to do so.

Coaches should only have access to information that they reasonably need in order to:

- Deliver safe sessions.
- Respond to medical needs.
- Manage attendance and collection.
- Safeguard children.
- Respond to emergencies.

7. Medical and Special Category Information

Medical information, allergies and certain information relating to a child's health may constitute special category personal data.

Such information will be handled with appropriate additional care.

Information should only be shared with individuals who need it to protect the child's health, safety or welfare.

Coaches must not discuss a child's medical information unnecessarily with other parents, children or unauthorised individuals.

8. Safeguarding Information

Safeguarding information must be handled sensitively and securely.

Confidentiality must not prevent information being shared where doing so is necessary to protect a child.

Where there is a safeguarding concern, information may need to be shared with:

- The Lead Coach / Session DSL.
- Play Sports Juniors Head Office.
- The Company DSL.
- Parents/carers where appropriate.
- Children's social care.
- The police.
- Other relevant agencies.

Information should only be shared where necessary and appropriate.

9. Access to Information

Access to Academy information should be limited according to role and need.

For example:

- Coaches may need access to attendance and relevant medical information.
- Lead Coaches may need additional information to manage the session.
- Head Office may require access to registration, payment, safeguarding and incident records.
- Parents/carers may have rights to access information held about themselves or their child, subject to applicable legal requirements.

Information must not be accessed simply because an individual is curious about it.

10. Security of Information

Personal information must be protected against unauthorised access, loss, alteration or disclosure.

Coaches and staff must:

- Keep documents secure.
 - Protect passwords and login information.
 - Avoid leaving personal information visible or unattended.
 - Use approved systems where provided.
 - Avoid storing Academy information on personal devices unless specifically authorised.
 - Avoid sending personal information through personal messaging applications.
 - Report suspected data breaches promptly.
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11. Use of Personal Devices

Coaches and volunteers must not store Academy participant information on personal phones, tablets, computers or other personal devices.

Personal information must not be:

- Saved to personal cloud storage.
- Shared through personal messaging applications.
- Stored in personal contact lists unnecessarily.
- Photographed or copied for personal use.
- Transferred to unauthorised systems.

Where an Academy system or device is provided, this should be used in preference to personal systems.

12. Photographs and Video

Photographs and video of Academy participants will be handled in accordance with the Photography, Video & Social Media Policy.

Where appropriate, parental/carers consent will be obtained before identifiable images are used for Academy purposes.

Images must be stored securely and only used for authorised purposes.

13. Communication with Parents and Carers

Play Sports Juniors may use parents'/carers' contact details to communicate about:

- Academy sessions.
- Bookings and memberships.
- Payments.
- Cancellations.
- Emergencies.
- Changes to Academy arrangements.
- Important Academy information.

Communications should use approved Academy systems where available.

Parents/carers should not be included in communications relating to another child unless there is a legitimate reason.

14. Data Sharing

Personal information will not routinely be shared with unrelated third parties.

Information may be shared where necessary with organisations such as:

- Payment providers.
- Booking or membership systems.
- Venue operators where necessary.
- Professional service providers.
- Emergency services.
- Children's social care.
- Police or other relevant authorities.
- Other organisations where legally required or necessary for safeguarding.

Where third-party service providers process personal data on behalf of Play Sports Juniors, appropriate arrangements should be in place.

15. Data Breaches

A data breach may include:

- Sending information to the wrong person.
- Losing documents containing personal information.
- Losing a device containing Academy information.
- Unauthorised access to Academy systems.
- Accidentally sharing personal information.
- Unauthorised disclosure of medical or safeguarding information.

Any suspected or actual data breach must be reported to Play Sports Juniors Head Office as soon as possible.

Staff and coaches should not attempt to conceal or independently manage a significant data breach.

16. Retention of Information

Personal information should only be retained for as long as reasonably necessary.

Retention periods may depend on:

- The type of information.
- Legal requirements.
- Safeguarding considerations.
- Financial or accounting requirements.
- The purpose for which the information was collected.

When information is no longer required, it should be securely deleted or destroyed.

Safeguarding and incident records may need to be retained for longer where appropriate.

17. Accuracy

Play Sports Juniors will seek to keep personal information accurate and up to date.

Parents/carers should inform Play Sports Juniors of changes to:

- Contact details.
- Emergency contacts.
- Medical information.
- Allergies.
- Relevant additional needs.
- Photography consent.
- Other information necessary for safe participation.

Coaches should report any obvious inaccuracies to the Lead Coach or Head Office.

18. Rights of Individuals

Subject to applicable data protection law, individuals may have rights including:

- The right to be informed about how their information is used.
- The right to access personal information.
- The right to request correction of inaccurate information.
- The right to request deletion in certain circumstances.
- The right to restrict certain processing.
- The right to object to certain processing.
- Rights relating to automated decision-making where applicable.

Requests relating to personal information should be directed to Play Sports Juniors Head Office.

19. Parents and Carers

Parents and carers are expected to:

- Provide accurate information.
- Keep contact and emergency details up to date.
- Inform Play Sports Juniors of relevant changes.
- Respect the privacy of other children and families.
- Not share personal information about other Academy participants.

Parents/carers should raise any privacy concerns directly with Play Sports Juniors rather than sharing information publicly.

20. Coach Responsibilities

All Academy coaches must:

- Follow this policy.
 - Protect confidential information.
 - Only access information necessary for their role.
 - Avoid discussing children unnecessarily.
 - Use approved communication systems.
 - Keep records secure.
 - Report suspected data breaches.
 - Follow the Photography, Video & Social Media Policy.
 - Follow safeguarding procedures when information needs to be shared to protect a child.
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21. Confidentiality

Information obtained through Academy activities must be treated confidentially.

However, confidentiality is not absolute.

Information may be shared where necessary to:

- Protect a child.
- Respond to an emergency.
- Prevent serious harm.
- Meet a legal obligation.
- Follow safeguarding procedures.

Coaches should seek advice from the Lead Coach or Play Sports Juniors Head Office where they are unsure whether information should be shared, unless immediate action is required.

22. Data Protection and Safeguarding

Data protection requirements must not be used as a reason to prevent necessary safeguarding information being shared.

Where sharing information is necessary to protect a child, appropriate information should be shared with the relevant safeguarding lead or external agency.

Any decision to share significant safeguarding information should be recorded where appropriate.

23. Complaints and Data Protection Concerns

Parents/carers may raise concerns about how their personal information or their child's information has been handled.

Concerns should initially be directed to Play Sports Juniors Head Office and may be handled under the Complaints Policy where appropriate.

Where applicable, individuals may also have the right to complain to the Information Commissioner's Office.

24. Related Policies

This policy should be read alongside:

- Safeguarding & Child Protection Policy.
 - Photography, Video & Social Media Policy.
 - First Aid & Medical Policy.
 - Parent Terms & Conditions.
 - Complaints Policy & Procedure.
 - Coach Code of Conduct / Professional Boundaries Policy.
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25. Policy Review

This policy will be reviewed annually, or sooner where required due to:

- Changes in data protection legislation.
 - Changes to Academy systems.
 - Data breaches or significant incidents.
 - Changes to the information collected or processed.
 - Changes to Play Sports Juniors policies or procedures.
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26. Key Contacts

Play Sports Juniors Head Office / Safeguarding Contact

Luke Impett

Telephone: 01256 644049

Email: luke.impett@playsportsleagues.co.uk

Company Designated Safeguarding Lead (DSL)

Rob Fulker

Telephone: 01256 644049

Email: rob.fulker@playsportsleagues.co.uk

Emergency Services: 999

Policy Approval

Approved by: Luke Impett

Position: Schools & Community Sport Lead

Date: 28/8/26

Signature:  _____

Review Date: 1st August 2027