



Chaising Sport

Data Protection Policy

Introduction

Chaising Sport is committed to a policy of protecting individuals' right to privacy in accordance with the Data Protection Act 2018, whilst incorporating the UK's General Data Protection Regulation (UK GDPR). This policy sets out that commitment. Chaising Sport understands that the correct treatment of personal data contributes to the good reputation, integrity, and trust of the business and those it deals with.

Chaising Sport needs to process certain information about its staff, customers, and other individuals it deals with. To comply with regulation, information about all individuals must be collected and used fairly, safely, and securely, and must not be disclosed to any third party unlawfully.

This policy does not form part of any formal contract of employment; however, it is a condition of employment that employees must familiarise themselves with and act in accordance with this policy.

The purpose of data protection law is to protect the rights and privacy of individuals and to ensure that personal data is used fairly and transparently.

Data Protection Principles

Chaising Sport's policy is to process data in accordance with this policy and with data protection law. All staff have a personal responsibility for the application of this policy. As a business, Chaising Sport will respect the processing of personal data and will adhere to the following principles:

- To process data lawfully, fairly, and transparently. Those who work with customer data must make an effort to ensure data is only used for company purposes.
- To only obtain personal data for specific and legitimate business purposes.
- To ensure that data obtained is adequate, relevant, and not excessive in relation to the purpose for which it is used. Information that is not strictly for business purposes should not be collected.
- To keep personal data accurate and up to date.
- To not keep personal data for longer than necessary.
- To not share data — for example, phone numbers — without consent from that individual beforehand. For example, when sharing a parent's phone number, coaches must seek permission from the parent before doing so.

- Transparency is key to data protection — individuals should be told how and why their data is being stored.
- Coaches have no right to keep individuals' data, e.g. contact details, if they leave the company.

Child Personal Data

Given the nature of Chaising Sport's activities, the company regularly processes personal data relating to children and young people. This category of data is treated with the highest level of care and sensitivity.

- Personal data relating to children under the age of 13 will only be processed with the consent of a parent or guardian.
- The minimum amount of data necessary will be collected, and it will be used solely for the purpose of delivering safe and effective coaching sessions.
- Medical, health, or SEND (Special Educational Needs and Disabilities) information provided in relation to a participant will be used only to ensure that appropriate support and adjustments are made, and will be treated with strict confidentiality.
- Photographs or video recordings of children will only be taken and used where explicit written consent has been obtained from a parent or guardian. Such content will never be shared on personal social media accounts or with unauthorised third parties.

Signed:

William Chaisty
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Position:

Director / Designated Safeguarding Lead

Date:

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