

## Data Protection and Privacy Policy

This policy covers the collection and use of personal data collected by uSports Limited, as required by GDPR and UK Data Protection legislation.

### **Data Controller**

The Data Controller is Charlie Hiscox and can be contacted by email – info@u-sports.co.uk

### **Types of Data Processed**

The various types of data that we collect can be found in the appendices below.

### **Length of Time Data will be Stored**

Data will be held for the minimum period required to fulfil the purpose or in accordance with additional legislation (e.g. accounting records have to be retained for 7 years for HMRC tax purposes)

### **Deletion of Data**

Data which has fulfilled its purpose will be deleted, subject to other legislative requirements

### **Data Storage**

Electronic Data will remain subject to EU Data Protection regulations (GDPR) within the UK/EU and will not be transferred to or stored on servers outside the UK/EU unless subject to the Privacy Shield agreement with the US see here for details <https://www.privacyshield.gov>. Paper storage of data will be held in lockable fireproof storage units.

### **Complaint**

Should you have a complaint in relation to the collection, storage and use of the data collected from the website, you should contact the data controller. If you are unable to resolve the issue, you may make a complaint to the Office of the Information commissioner (ICO) via their website <http://tinyurl.com/yc4cozv2>

### **Right to access collected data**

Where data has been collected, retained and stored you have the right to view the data held about you. Please contact the Data Controller for details of the process.

### **Safeguarding data**

The organisation will take all proportional steps to safeguard the data from unauthorised access

## Appendix 1 Customer Data – Class & Event Bookings

### **What data will be held?**

If the customer has made a booking:

The customer name

An email address for the customer

A mobile number for the customer

Child's name and age

Child's medical conditions or allergies

Consent for photos/videos

Value of services purchased

Any card details are processed by Stripe not our organisation

### **For what purpose is it held?**

It is held for the purpose of holding a class register, contacting customers regarding the class or event they have booked onto and processing payment details of bookings placed and fulfilled. The age of the child is held so we can tailor learning to their age range and make reference to the age related EYFS guidance. The child's allergies are held so we can adapt resources sessions to suit their needs.

### **Where will it be held?**

Our bookings provider, ClassForKids is used to process bookings for classes or events. This system is held in the cloud on servers held in the UK/EU.

Exports of current term bookings are stored in secure excel documents on an anti-virus protected computer.

### **Who will access this data?**

People authorised to process the data for the purpose of processing a booking and processing payment of the same will have access to this data.

This data may be shared with the marketing department, if consent has been given for this purpose.

This data may be made available to the tax accountant of the organisation in order to audit and/or prepare statutory accounts and tax calculations for the organisation.

Government officials on government business conducting an audit or investigation may have access to this data.

### **Basis of Processing this data**

This data is processed to meet legal requirements

## **Appendix 2 Contacts**

Contact data will have been provided by individuals verbally, by email, or obtained from our website or social media accounts.

### **What Data is held?**

Name  
Mobile telephone number  
Email address  
Where is it stored?

It is stored:

In Google contacts  
In Gmail  
In MailChimp  
For what purpose is it held?

To contact you if you may be interested in any future services uSports Limited provides  
As a record for us in terms of class registers and contacting you about the class or event

### **Who has access to this data?**

uSports Limited

### **How is it kept safe?**

All of this data is kept electronically except printed registers  
All devices have relevant and appropriate security measures to prevent unauthorised access  
Every newsletter sent out via Mailchimp will have the option to unsubscribe from the mailing list or update your preferences.

### **Basis of Processing this data**

This data is processed to meet legitimate interest

## **Appendix 3 Automated collection via the website**

### **Google Analytics**

Google analytics data will be shared with Google to collect anonymised data relating to visits to the website, pages visited etc to inform us of the results of our marketing strategy in the form of statistics

### **What data is tracked by Google Analytics?**

Page Information  
URL – the URL of the page the user is viewing

Title – the title of the page the user is viewing

Browser Information

Browser name – the browser the user is using

Viewport or Viewing pane – the size of the browser window

Screen resolution – the resolution of the user's screen

Java enabled – whether or not the user has Java enabled

Flash version – what version of Flash the user is using

User Information

Location – this is derived from the IP address where the hit originated. The IP address itself is not available in GA as it is personally identifiable information (PII) which violates the terms of Google Analytics.

Language – derived from the language settings of the browser

For further information on Google Analytics and its use of data, please use this link

<http://tinyurl.com/mkrpbgv>

## **Cookies**

### **Why does this website use cookies?**

A Web server has no memory so the hosted Web site you are visiting transfers a cookie file of the browser on your computer's hard disk so that the Web site can remember who you are and your preferences. This message exchange allows the Web server to use this information to present you with customized Web pages

### **What data does a cookie collect?**

The session cookie is stored in temporary memory and is not retained after the browser is closed. Session cookies do not collect information from your computer. They typically will store information in the form of a session identification that does not personally identify the user.

### **Basis of Processing this data**

This data is processed to meet legitimate interest

## **Appendix 4 Photograph & Video footage from classes and events**

### **What data will be held?**

If consented to via the booking form we will take photos and videos of your child during classes and events.

### **Where is it stored?**

Photos and videos are taken on a digital camera, tablet or smart phone and are deleted off the device after every class once uploaded to Dropbox. These can only be accessed by the class teacher and our marketing team.

**For what purpose is it held?**

If consented to, photos and videos are also shared on social media platforms such as Facebook, Twitter, Instagram and our website for marketing purposes.

**Who has access to this data?**

The class teacher and uSports Limited Head office

**How is it kept safe?**

All of this data is kept electronically on Dropbox  
All devices have relevant and appropriate security measures to prevent unauthorised access  
Only consented photos and videos are uploaded to google drive and social media.  
We don't identify any children by name in photos

**Basis of Processing this data**

This data is processed to meet legal legitimate interest