



# Lions in the Community

Learning, Growing, Achieving... Together



## Privacy Policy

Lions in the Community (LITC) acts as a Data Controller for the purposes of GDPR.

When you make a booking or enquiry we need to collect personal details about you and your child(ren). We will always respect and protect your privacy. This policy explains how we will collect, use and store any personal data about you and your child(ren).

When you complete a booking form on our website, you are agreeing to us storing and processing this information as set out below.

### What is our legal basis for processing data?

Our lawful bases for processing data are as follows:

- Contract – the processing of data is necessary to fulfil our service agreement with customers as part of a current booking or service.
- Legitimate Interests – We will only retain basic contact details including name and email address for use in contacting you regarding future LITC events.

### When do we collect data?

When you make a booking we will need to collect certain personal details in order to process your booking and make the necessary arrangements for your child(ren) to attend the activity.

Prior to attending the specific activity, we will also need to collect more sensitive personal data, specifically relating to the children on your bookings, such as medical conditions, allergies and care needs in order to ensure we can provide the appropriate care for your child.

During activities you may need to complete forms which will require personal information relating to you or your child or if you contact us with a query/complaint. We may also collect data from you in other ways which may include your name, address, email address and telephone number.

### What data do we collect?

Parent Name, email address and emergency contact telephone number, Name of the child(ren), school attended, school year and any medical, behavioural or educational needs.

The law requires us to take reasonable steps to ensure data is kept accurate and up to date. We remind customers to update details when making a new booking.

### How do we use your data?

If you have a booking with us, we will use your data to contact you with information relating to your booking or if we need to contact you during the activity, to protect the welfare of your child and to comply with our legal obligations. We will also use your basic information to contact you regarding future LITC events.

Third Parties - we will never pass on your personal information or that relating to your child(ren) unless it is absolutely necessary for the health and wellbeing of the child, or in a medical emergency. Should any safeguarding concerns or legal proceedings require us to pass on your personal information we trust you will understand that we have a duty to comply with the law.

### How do we protect data?

Storage – All personal data is stored on a computer, which is password protected and logged off after use. Any printed information, for example a list of children attending a sports school, is securely shredded once the school has been completed.

### How long do we keep data for?

To comply with HMRC rules, we will keep your data for up to 3 years after which time all paper records will be securely shredded and computer based records will be deleted.

### Your rights

Your rights include:-

- The right to obtain a copy of your personal data held by LITC
- The right to have your records amended or corrected
- The right to ask for your records to be deleted
- The right to object to your data being collected by LITC

- The right to have your data transferred to another company in a readable format (Data Portability).

If you would like to exercise any of these rights, please contact us via our website.

Please note that in some circumstances we will still need to retain certain data in order to comply with our legal obligations such as tax records for HMRC.

If you are not happy with the way we have handled your data, or responded to your requests you can lodge a complaint with the Information Commissioner's Office at [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns) or by phone on 0303 123 1113.

### Changes to our policy

We reserve the right to update this policy from time to time and we will keep you informed by updating this statement on our website.