

Athletic Academy CIC

Creating Opportunity Through Basketball

Data Protection & Privacy Policy

CIC Number: 16855982 | REVIEWED: 23rd February 2026 | NEXT REVIEW: February 2027

Athletic Academy CIC is committed to protecting the personal data of all participants, parents, staff, and volunteers in accordance with UK data protection law.

1. Introduction

Athletic Academy CIC (referred to as 'the Club') is a Data Controller under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. We are committed to handling all personal data lawfully, fairly, and transparently.

This policy applies to all personal data processed by the Club, including data relating to participants, parents and guardians, coaches, volunteers, and other individuals associated with our activities.

2. What Data We Collect

The Club may collect and process the following categories of personal data:

Participant and Member Data

- Full name, date of birth, gender.
- Contact details (address, telephone, email).
- Parent or guardian details (for participants under 18).
- Emergency contact information.
- Medical information relevant to safe participation (e.g. conditions, allergies).
- Ethnicity (for equality monitoring — optional and anonymised in reporting).

Staff, Coach, and Volunteer Data

- Full name, contact details, date of birth.
- DBS check status and reference number.
- Qualifications and training records.
- Next of kin details.

Images and Video

- Photographs and video footage taken at Club sessions, matches, and events.
- Images used for social media, website, promotional materials, and funding reports.

Images of participants under 18 will only be used with the written consent of a parent or guardian. Consent forms are obtained on joining and can be withdrawn at any time by contacting admin@athleticacademy.org.uk.

3. Legal Basis for Processing

We process personal data on the following legal bases under UK GDPR:

- Legitimate Interests — for membership administration, session management, and safeguarding.
- Contractual Necessity — where data processing is required to deliver the service members have signed up to.
- Legal Obligation — where we are required by law to process data (e.g. DBS checks, safeguarding referrals).
- Consent — for optional data such as photographs, marketing communications, and equality monitoring.

4. How We Use Personal Data

Personal data is used for the following purposes:

- Administering membership, registrations, and session bookings.
- Communicating with participants, parents, and guardians about Club activities.
- Ensuring participant safety and welfare, including medical and safeguarding needs.
- Fulfilling our safeguarding duties and DBS checking requirements.
- Meeting reporting requirements for funders, including Sport England and National Lottery grants.
- Registering players with Basketball England and relevant leagues.
- Promoting the Club through social media, website, and printed materials (with consent).

5. Data Sharing

The Club will not sell or share personal data with third parties for commercial purposes. Data may be shared with:

- Basketball England — for player registration and league administration.
- Nottinghamshire local authorities — where required for safeguarding purposes.
- Funders — anonymised or aggregated data for impact reporting only; no individually identifiable data without explicit consent.
- The Disclosure and Barring Service (DBS) — for coach and volunteer checking.
- Emergency services — in the event of a medical emergency or safeguarding incident.

6. Data Retention

We retain personal data only for as long as necessary:

Data Type	Retention Period
Active member data	Duration of membership + 3 years
Financial records	7 years (legal requirement)

DBS records	6 months after checking (reference number only retained)
Safeguarding records	Until participant's 25th birthday (or longer if required)
Images and video	Until consent is withdrawn or no longer relevant

7. Your Rights

Under UK GDPR, individuals have the following rights regarding their personal data:

- Right of Access — to request a copy of the data we hold about you.
- Right to Rectification — to request correction of inaccurate data.
- Right to Erasure — to request deletion of data (where there is no overriding legal requirement to retain it).
- Right to Restrict Processing — to request that we limit how we use your data.
- Right to Data Portability — to receive your data in a machine-readable format.
- Right to Object — to object to processing based on legitimate interests.
- Rights related to automated decision-making — the Club does not use automated decision-making.

To exercise any of these rights, contact us at admin@athleticacademy.org.uk. We will respond within 30 days.

8. Data Security

The Club takes appropriate technical and organisational measures to protect personal data against unauthorised access, loss, or disclosure. These include:

- Password-protected digital storage for all member records.
- Access to personal data limited to those who need it for their role.
- No personal data sent via unencrypted email where avoidable.
- Physical records (where used) kept in locked storage.

9. Data Breaches

In the event of a personal data breach that is likely to result in a risk to individuals' rights and freedoms, the Club will notify the Information Commissioner's Office (ICO) within 72 hours. Affected individuals will also be notified without undue delay where the breach is likely to result in a high risk to their rights and freedoms.

10. Photography and Image Consent

The Club takes the photography and filming of young people seriously. Our approach:

- Written consent is obtained from parents or guardians before any images of under-18s are used publicly.
- Images are never posted online with identifying information (full name, school, home location).
- Any person (or parent/guardian of a minor) may withdraw consent for images at any time.
- Photography by spectators at Club events should be directed to the Club Welfare Officer.
- The Club follows Basketball England's guidance on photography and filming.

11. Contact and Complaints

Our Data Controller is Athletic Academy CIC. For any data protection queries, to exercise your rights, or to withdraw consent, contact:

Email: admin@athleticacademy.org.uk | CIC Number: 16855982 | Registered in England & Wales

If you are not satisfied with how we have handled your data, you have the right to complain to the Information Commissioner's Office (ICO) at www.ico.org.uk or by calling 0303 123 1113.

12. Policy Review

This policy will be reviewed annually and updated as necessary to reflect changes in law, guidance, or Club activities.