

Player Development Academy

Who are we ?

Player Development Academy is the trading name of Player Development Academy (Aberdeen) Limited, a company registered in Scotland under company registration number SCO0994.

The following outlines the General Data Protection Regulation Policy (GDPR) for Player Development Academy (PDA).

The overarching principle is that all data collected and stored by PDA is done so for the sole purposes of PDA business and an individual's relationship with PDA. This will include, but is not limited to personal details when registering, membership communication and individual statistics. Individual's personal data will not be shared with a third party without prior written consent.

What we need

PDA will be a "controller" of the personal information that you provide to us, when you instruct us to act on your behalf, unless otherwise stated in this privacy notice.

Individuals' personal data:

When you participate with PDA, we will collect, store and use the personal information that you provide to us in your instructions and during the course of our relationship. We may ask you for additional personal information during the course of our relationship, which shall be collected, stored and used in accordance with this privacy notice. Compliance with the data protection principles and in particular to fairness, is central to our processing of children's personal data.

Consent

The lawful basis which we adhere to for processing personal data for children under the age of 13 is consent from whoever holds parental responsibility. All application forms to join one of our programmes, includes a consent section. As a matter of good practice, we use Data Protection Impact Assessment sheets (DPIA's) to help us to assess and mitigate the risks to children.

Why we need your personal information

Individual clients' personal data:

We need to collect our applicants' personal information in order to provide you with an ongoing service, so that we can perform our levels of contractual obligation with you.

We only collect basic personal data about the players or groups registering for the sessions, which does not include any special types of information. We will not collect any personal data that we do not need.

We will use the personal information to:

- provide you with coaching sessions, fun fitness classes, informative talks etc.
- record performance analysis for one to one sessions.
- respond to and communicate with parents regarding any questions, comments, support needs or complaints, concerns or allegations.

What we do with your data

All of the personal data which we collect is processed by our Directors. We will document what personal data we hold, where it came from and what we do with it. The data will only be used for the purpose which it was intended for and it will not be shared with 3rd parties. We have a Data Protection regime in place to oversee the effective and secure processing of your personal data.

Who we share your personal information with

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations, such organisations including Police Scotland, HMRC, Insurers etc.

How long we keep and protect your personal information

We are required to retain registration details and personal data forms for one year after the end of your last session with us. We undertake to retain your data for no longer than deemed necessary. We have a data retention policy that sets out the periods for retaining and reviewing all information that we hold, as prescribed by the Information Commissioner's Office (ICO). This sets out different retention periods and you can request a copy by contacting us at graeme@pdaaberdeen.co.uk

PDA will carry out a full security audit on an annual basis. Where personal data is retained, it will be stored in a secure filing cabinet where access is restricted to by the Directors. The data is treated as confidential and is only shared with authorised personal. Any financial transactional data from previous financial years will be held securely for 3 years, which only PDA Directors have access to. After their expiry, any paper records will be destroyed by a registered company

authorized to dispose of confidential waste at least once per quarter. <http://www.weshredpaper.co.uk> (Paper Shredding Services). If our original processing was based on consent provided when the individual was a child, then we comply with requests for erasure whenever we can. We have designed our processes so that it is easy for a child to get their personal data erased as it was to them to provide it in the first place.

No PC or workstation operated by PDA Directors shall not be left unmanned without a suitable password protected screen saver. All PCs and workstations should be closed and password protected overnight. In order to show compliance to the General Data Protection Regulations, all Directors will carry out regular training programmes to ensure that they understand the implications.

We regard the privacy of those who use our website (“the site”, the homepage as www.pdaaberdeen.co.uk, as very important).

What about third party websites that you can access via our website

Our site contains links to other websites which are outside our control and are not covered by this Privacy Policy. If you access other websites using the links provided, the operators of those websites may collect personal information from you which will be used in accordance with their respective Privacy Policies, which you should read. We are not liable for the practices of such third party website operators in respect of your personal information.

Data Rights

The data held by PDA can only be as accurate as the information supplied to PDA. It is the responsibility of the individual to ensure their data is accurate. If at any point you believe the information we process on you is incorrect, you can exercise any of the following rights by emailing graeme@pdaaberdeen.co.uk

Your rights in relation to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a "subject access request";
- you have a right to request that we restrict the processing of your personal information for specific purposes; and
- if you wish us to delete your personal information, you may request that we do so.

Any requests received by the Player Development Academy will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk