



Time4Sport Data Protection, GDPR for Education & Care Customers

This policy applies to all Time4Sport led services, excluding school managed services, where we will follow the school's individual policy.

We have updated our Privacy Policy in line with the General Data Protection Regulations that came into effect from 25th May 2018.

To continue to provide the level of service that we pride ourselves on, we will store data relating to your organisation and pupils.

Any data is held in the strictest confidence and would never be made available to any third party unnecessarily.

Our business practice ensures that any data held is available only to individuals who need it.

What Data do Time4Sport hold about my Organisation?

- Contact & billing details - Name, organisation, job role, telephone and email address
- Children / participant details - First and last Names, Dates of Birth (if provided), Classes and information relating to tracking participation (specifically progress) in Physical Education and school sport.

How is the Data Stored?

Time4Sport use carefully selected services and our own software to manage our data, all of which are held on servers within the EU and held behind encrypted Secure Socket layers (SSL certificates). This software includes:

- CRM software for managing customer conversations, enquiries and new business leads
- Booking system (Class4Kids, Eequ, All Incompass) for managing holiday camp bookings
- Accounting software for customer invoicing and managing company finances
- Session Planning Software (The PE Hub) for the planning, delivery and assessment of participation in Physical Education and School Sport.
- One Drive

- Google Drive

How long is the Data Stored?

Time4Sport will only retain data for the period of time necessary to fulfil our agreed services with the customer. At the end of our contract or agreement with you, all personal data will be securely deleted within a reasonable period of time.

You can request to see, remove or update any data held at any time by contacting us on 01782 409 677 or via email info@time4sportuk.com