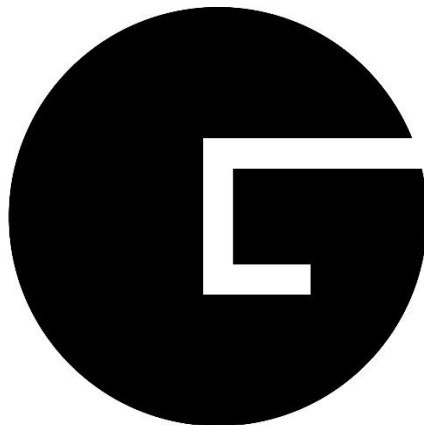




greenhouse
sports



**greenhouse
sports**

Children's Privacy Notice

Privacy notice for Children – how we use your information

1. Who we are

We are Greenhouse Sports, a charity, that delivers intensive sports coaching and mentoring sessions to help develop the Social, Thinking, Emotional and Physical (STEP) abilities of young people. We've been doing this since 2002.

2. Get in touch

If you want to know more about the personal information (or data) we have of yours, or if you want to raise a question with us then do drop us a line. If you are under 18 your parent or carer would need to do this. If you are over 18 then you can write to our data protection officer, Rishi. He's contactable at dataprotection@greenhousesports.org

We think it would be best if you discussed this with your parent or carer first, and that you copy them into any emails you send.

3. Personal data – what's that?

What we mean is any information that could be used to identify you. At its simplest this could be just your name and address; or it could include a telephone number, email address, a picture or recording of you. As we might be working with you, there are things we would need to know to improve what we can offer you. This could be sensitive and personal information such as your ethnicity.

4. Where we get your personal data from and what we do with it?

Basically, we get it from you! If you are under 18 then your parent or carer has to give it to us on your behalf. We don't buy lists of names. If you are playing sport with a Greenhouse Sports Coach then we might take information from, for example, your school which would help us to help you as best we can.

So:

When you are in touch with us we will ask you for personal information. Personal information means things like your name, your age, where you live and how we can contact you. But that's only if you are over 18. The first thing we would want to know, and check, is how old you are.

If you are under 18 then we ask a parent or carer, to give us that information for you. We tell them how we keep that information safe in our other 'Privacy Notice' – it is a bit longer than this one! They can ask to see any of that information, any time.

If you are 18 or over then you can give us permission (or, 'consent') to record some data about you depending on what we are doing and hold on to it for as long as we need to.

It is really important to know that we are really careful with this information. Everyone here is trained in safeguarding which means that we know how to keep you safe and that includes how we keep your information safe.

5. How long we keep your data for

We have thought a lot about how long we should hold on to personal data. We believe it is only as long as your parent/ carer would consider reasonable, or where we have to because of the law. We have a list of how long we keep all information and what we do with it (delete or archive) when its time is up! We keep it very safe on our systems, just like you would expect us too.

6. Your rights

You have all the same 'rights' with regard to your personal information as adults do – this is a very good thing. They are set out below and you can also see them here: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

You and your parents or carers have the right to:

- Be told how we use your information.
- Ask to see the information we hold.
- Ask us to change information you think is wrong.
- Ask us to remove information when it is not needed anymore.
- Ask us to only use your information in certain ways.
- Tell us you don't want your information to be processed.
- Say no to direct marketing (people trying to sell you things).
- Stop people using your information for scientific, research or statistical purposes.

You also have the right **not** to be subject to decisions based purely on automated processing. This means that we will not make important decisions about you based only on what a computer tells us. We will always think carefully about these decisions to make sure you are treated fairly.

If the information we are collecting is information that you can choose not to give, you can tell us to stop collecting it at any time.

7. What the different terms mean

In this notice, you will see different names or terms used that you may not have heard of before, such as:

- **Data controller:** This person (or group of people, like Greenhouse Sports or a school) is in charge of the information we collect.
- **Data processor:** This person processes information for us.
- **Data protection officer (DPO):** This person makes sure we do everything the law says. Our DPO is Rishi dataprotection@greenhousesports.org
- **Personal data:** This means any information that can be used to identify you, such as your address and date of birth.



- **Special category data:** This is personal data that needs more protection because it is sensitive.

8. Who looks after your information?

We are the data controller of the personal information you give to us – we look at how and why your information is collected and used.

Sometimes we have to share your information with other people, such as your school, but we will only give away your information when your parent/carer says it is ok or when we have a lawful reason to do so. When we give your data to someone else, they must look after it and keep it safe.

9. What information do we collect and use?

The categories of information that we collect and use include the following:

- **Personal information that can identify you** – this includes information like your name, contact details and address
- **Characteristics** – this includes information like your gender and ethnicity
- **Safeguarding information** – this includes important information that helps us to keep you safe from harm
- **Special educational needs and disabilities** – this includes information about any additional needs you have that we need to support you with
- **Medical information** – this includes information about your health and any medical conditions you have that we need to know about to keep you safe

10. Why do we collect and use your information?

We collect your information to keep you safe, to make sure we are meeting our charitable goals, to make sure you can access all the activities we offer and to help improve our facilities and offer classes that you might like.

When you are on our programmes: We collect your contact details and some information to ensure we are meeting our goals as a charity. To keep you safe we collect details of any medical condition and emergency contacts.

When you are a Greenhouse Centre member: We collect your contact details so you can take part in classes and sessions and so you can access what we offer. We collect information to ensure we are meeting our goals as a charity. We monitor how you are using the Centre to help improve what we can offer you. To keep you safe we collect details of any medical condition and emergency contacts.

We will only collect your information when we have a good reason to by law – this is known as having a lawful basis to use data.

11. Our legal basis for using your information



greenhouse sports

In some cases, we will only use your personal information where we have consent from your parent/carer. There are also other reasons in law that allow us to use your personal information and one of those is called 'legitimate interests'. This means that we can process your information to help us to achieve our vision and aims as a charity.

Whenever we process your personal information on this basis we make sure that we consider your rights and interests.

12. Will your information be shared and why?

We may share your information with:

- A Company or local authority who helps us run our sports centre. The information will be disclosed to help us provide the services you have asked for.
- Funders or partners. We only share information that is made anonymous (it does not contain any personal information that can identify you or your address) about how you use what we offer you and what groups of people use our services.
- Court services and/ or regulators or law enforcement agencies (such as the police) only when it relates to proceedings or investigations.

13. A word about 'Cookies'

We use cookies to track information about how our website is being used. A cookie is a small text file that our web server places on your computer hard drive. Our cookies do not collect information that can identify you. Some expire when you close your browser, and others do not expire. You can delete cookies anytime by consulting your browser help guide and searching for how to delete cookies.

14. Will you need to read this again?

Sometimes we need to change this privacy notice, so it is important that you take a look every now and then to make sure you are happy with it.

The last time we changed this privacy notice was 7th November 2023.

Four important things to understand

Now you have read this, we hope you understand that:

- The law allows us to get and use your information to help us do our job.
- We may share your information with others, but only when we really need to.
- We will ask for permission from your parent/ carer to share your information whenever you have a choice.
- You can tell us not to share your information, even when you have said yes before.