**Data Protection Policy**

**1. Policy Statement**

Jump Start Therapy CIC is committed to protecting the privacy and personal data of all participants, parents/carers, staff, and volunteers involved in our gymnastics sessions. This policy outlines how personal information is collected, stored, shared, and protected in compliance with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

**2. Personal Data We Collect**

We may collect and process the following information:

* **Participants:** name, date of birth, contact information, medical information (allergies, conditions, medications), attendance records, photos/videos (with consent).
* **Parents/Carers:** name, contact details, emergency contact information.
* **Staff/Volunteers:** name, contact details, DBS information, training records.

**3. Legal Basis for Processing**

We process personal data on the following lawful bases:

* **Consent:** for photographs/videos and participation.
* **Contractual necessity:** to provide gymnastics sessions.
* **Legal obligation:** to meet safeguarding and health and safety requirements.
* **Legitimate interests:** to run sessions safely, manage staff, and communicate with parents/carers.

**4. How We Store and Protect Data**

* **Electronic records:** password-protected devices, encrypted cloud storage.
* **Paper records:** stored in locked cabinets in secure areas.
* Access is limited to authorised staff only.
* Records are retained for the period necessary for operational, legal, and safeguarding purposes, then securely destroyed.

**5. Sharing Data**

* Data is only shared when necessary for safeguarding, legal, or operational reasons.
* Examples include local authorities for child protection concerns or governing bodies for reporting.
* Consent is obtained for sharing photographs/videos.

**6. Rights of Participants and Parents/Carers**

Participants and parents have the right to:

* Request access to their personal data.
* Request correction of inaccuracies.
* Request erasure of data where lawful.
* Withdraw consent for photography or communication.

Requests should be directed to **Amie Hood**, who will respond within 1 month.

**7. Confidentiality and Professional Conduct**

* Staff and volunteers must not share personal information with unauthorised individuals.
* Communications must remain professional and confidential.
* Discussions about participants should not occur in public areas.

**8. Breach Reporting**

* Any suspected data breach must be reported immediately to **Amie Hood**.
* Breaches will be assessed and reported to the **Information Commissioner’s Office (ICO)** if required.

**9. Training and Awareness**

* All staff and volunteers receive training on data protection during induction and refresher sessions.
* Staff are required to comply with this policy at all times.

**10. Policy Review**

This policy will be reviewed **annually**, or sooner if legislation, guidance, or organisational procedures change.

**Date created:** 01/09/25
**Review date:** 01/09/26
**Policy lead:** Amie Hood, Director

**Signed:** \_

**Name:** Amie Hood
**Role:** Director, Jump Start Therapy CIC
**Date:** 01/09/25