

# BPSCCA DATA PRIVACY POLICY

## 1. About this Policy

1.1 This policy explains when and why we collect personal information about the schools, their children, staff and other volunteers and organisations involved in the Bromley Schools' Cross-Country Association and races run twice a year, (school and/or teacher contacts), how we use it and how we keep it secure and your rights in relation to it.

1.2 We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.

1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website [[bpscca.co.uk](http://bpscca.co.uk)] regularly for any amendments (but amendments will not be made retrospectively).

1.4 We will always comply with the General Data Protection Regulation (**GDPR**) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner ([www.ico.gov.uk](http://www.ico.gov.uk)). For the purposes of the GDPR, we will be the "controller" of all personal data we hold about you.

## 2. Who are we?

2.1 We are [*Bromley Primary Schools Cross-Country Association*]. We can be contacted at [[info@bpscca.co.uk](mailto:info@bpscca.co.uk)].

## 3. What information we collect and why.

Type of information	Purposes	Legal basis of processing
Schools'/teachers' names, addresses, telephone numbers, e-mail addresses.	Managing the Schools' participation in the biannual cross-country races.	Performing the Association's contract with the School. For the purposes of our legitimate interests in operating the biannual events.
Emergency contact details for teachers in charge on event days.	Contacting next of kin in the event of emergency.	Protecting the Schools' vital interests and those of their pupils.
Gender/age related information of pupils.	Managing participation in races which are age related .	Performing the Association's contract with the School.
Names of pupils who have completed a	To maintain a comprehensive results	Consent. We will seek the Schools'/parents' consent on their event application

race in one of our events.	database for the use of Schools/parents/pupils.	forms and the School/parent may withdraw their consent at any time by contacting us by e-mail or letter.
Photos of runners.	Putting on the Association's website and social media pages and using in press releases.	Consent. We will seek the Schools'/parents' consent on their event application forms and the School/parent may withdraw their consent at any time by contacting us by e-mail or letter.
Bank account details of the School making payment to the Association.	Managing the Schools' participation in the biannual events.	Performing the Association's contract with the School.
Name, e-mail address and telephone number of each Association committee member.	Communication and management of the Association's business.	For the purposes of our legitimate interests in operating and promoting the Association.

#### **4. How we protect your personal data**

- 4.1 We will not transfer your personal data without your consent.
- 4.2 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.
- 4.3 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- 4.4 For any payments which we take from you online we will use a recognised online secure payment system.
- 4.5 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

#### **5. Who else has access to the information you provide us?**

- 5.1 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where we are required to do so by law.

## 6. How long do we keep your information?

6.1 We will hold your personal data on our systems for as long as your School participates in our biannual events and for as long afterwards as it is in the Association's legitimate interest to do so or for as long as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it.

6.2 We securely destroy all financial information once we have used it and no longer need it.

## 7. Your rights

7.1 You have rights under the GDPR:

1. (a) to access your personal data
2. (b) to be provided with information about how your personal data is processed
3. (c) to have your personal data corrected
4. (d) to have your personal data erased in certain circumstances
5. (e) to object to or restrict how your personal data is processed
6. (f) to have your personal data transferred to yourself or to another business in certain circumstances.

7.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

0303 123 1113.

Information Commissioner's Office Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing practices to our Data Protection Officer/Manager [richard.edmonds@warrenroad.bromley.sch.uk].