



Ascension Eagles Cheerleaders: Data Protection Policy

***Please note:** In this document references to Ascension Eagles Cheerleaders or AEC includes Talent Central unless otherwise stated.*

PURPOSE OF THIS POLICY

This privacy policy explains how we use any personal information we collect about you and your child as a member or participant in AEC programmes.

Who we are

Ascension Eagles Cheerleaders (AEC) is a charity based in Newham, East London dedicated to transforming the lives of young people. AEC is recognised as one of the UK's most successful youth programs, as well as one of Britain's best all-round cheer programmes. This Policy is for and applies to:

- Ascension Eagles Cheerleaders
- Talent Central Cheer & Dance.

What information do we collect about you?

We collect information about you when you register to participate in one of AEC's programmes. This information includes name, address, email, phone and your child's name and age. It may also include other relevant information that you choose to share with us (eg regarding a medical condition or disability).

We need this information because our programmes are age and ability based and we need to ensure that your child is being trained at the appropriate level and that we are making the right provisions for their wellbeing.

How we use the information about you

Here at AEC we take your privacy seriously and will only use your personal information in the following ways:

- To contact you regarding your child's participation in AEC activities;
- To ensure the safety of your child (eg when you tell us about any relevant medical conditions your child has of which our employees need to be aware - such as an allergy or relevant disability);
- For payment of fees for participation in these activities;
- To record attendance;
- To send you details of upcoming events; or
- To update you with news and information relevant to you or your child.

We store your data securely and we will not sell or share your data with any third-parties purely for marketing purposes.

Who sees and uses my personal information?

Employees of AEC, who work with you and your child, are given access to your personal information in order to support the athletes.

In addition to our own staff, we may need to share your information with other organisations we work with (eg event companies for cheerleading competitions), so that we can provide our services to you. We only work with trusted third parties and the information provided to those third parties is limited to name, date of birth, gender and email address. This is necessary to enter athletes for events and competitions to ensure that they are in the correct divisions.

In exceptional circumstances, it may also be necessary for Trustees to have access to your personal information (eg to investigate a complaint).

Access to your information and corrections

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please contact us at the address shown below.

We want to make sure that any personal information we hold is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

Deletion of your data

If you leave AEC the information you have provided to us will be archived for 90 days from the date you leave us.

At the end of the archive period your data will be deleted, except:

- where there is a legitimate and lawful reason for us to continue to hold the data (eg it relates to an incident) - or
- you have rejoined AEC within the archive period.

How to contact us

Please contact us if you have any questions about our privacy policy or the information we hold about you. You can do this by -

1. sending an email to: director@ascensioneagles.com - or
2. writing to:

Ascension Eagles Cheerleaders, Ascension Church Centre,
Baxter Road, Custom House
London E16 3HJ

Changes to our data protection policy

We keep this privacy policy under regular review. The latest version of the policy is available via the link on our website at <http://www.ascensioneagles.com/>

THIS POLICY WAS LAST UPDATED	<i>19 October 2020</i>
THE NEXT REVIEW:	<i>19 April 2021</i>