



## Team Clubs Privacy Policy

### Introduction

Team Clubs is committed to protecting and respecting your privacy. This Privacy Policy explains how we collect, use, store, and protect personal information relating to children, parents/guardians, staff, and website users.







Team Clubs is a trading name of Team Educate.

By using our services or providing personal information to Team Clubs, you agree to the practices outlined within this policy.








### 1. Information We Collect

We may collect and process the following information:

#### Parent/Guardian Information





-  Full name
-  Address
-  Email address
-  Telephone numbers
-  Emergency contact details
-  Payment information

#### Child Information

-  Full name
-  Date of birth
-  Medical information
-  Allergies
-  Additional support needs
-  Dietary requirements
-  Emergency contact information

#### Website Information

When visiting our website, we may collect:

-  IP address
-  Browser type
-  Device information
-  Website usage data through cookies or analytics tools

### 2. How We Use Your Information

Team Clubs uses personal information to:

- 🔒 Manage bookings and registrations
- 🔒 Provide safe holiday club services
- 🔒 Maintain safeguarding and health & safety procedures
- 🔒 Contact parents/guardians regarding sessions or emergencies
- 🔒 Administer medication and support medical needs
- 🔒 Process payments
- 🔒 Improve our services and website
- 🔒 Share updates, information, or promotional content where consent has been provided

### **3. Lawful Basis for Processing**

We process personal information under one or more of the following lawful bases:

- 🔒 Consent
- 🔒 Contractual necessity
- 🔒 Legal obligations
- 🔒 Vital interests relating to children's safety and wellbeing
- 🔒 Legitimate interests in operating Team Clubs safely and effectively

### **4. Medical & Sensitive Information**

Certain information we collect, such as medical conditions or allergies, is considered sensitive personal data.

This information will only be:

- 🔒 Collected where necessary
- 🔒 Stored securely
- 🔒 Shared with relevant staff on a need-to-know basis
- 🔒 Used to ensure the safety and wellbeing of children attending Team Clubs

### **5. Sharing Information**

Team Clubs will never sell personal data to third parties.





Information may only be shared:

- 🔒 With emergency services or medical professionals where necessary
- 🔒 Where required by law
- 🔒 For safeguarding purposes
- 🔒 With trusted service providers supporting Team Clubs operations (such as booking or payment systems)

All third parties are expected to handle personal information securely and in accordance with data protection laws.





## 6. Photography & Video

Photographs or videos may occasionally be taken during sessions for:

-  Promotional materials
-  Social media
-  Website content
-  Parent communications





Images will only be used where parental consent has been provided.

Team Clubs will:

-  Never publicly share full names alongside images
-  Use images appropriately and professionally
-  Store images securely
-  Respect requests to withdraw consent

## 7. Data Storage & Security





Team Clubs takes appropriate steps to protect personal information from:

-  Loss
-  Misuse
-  Unauthorised access
-  Disclosure or alteration

Information may be stored electronically or in paper form and will only be accessible to authorised individuals.

## 8. Retention of Information

Personal information will only be retained for as long as necessary to:







-  Provide services
-  Meet legal or safeguarding obligations
-  Resolve disputes
-  Maintain appropriate records

Information that is no longer required will be securely deleted or destroyed.

## 9. Your Rights

Under UK data protection law, individuals have the right to:




-  Access personal information held about them

-  Request correction of inaccurate information
-  Request deletion of information where appropriate
-  Withdraw consent where processing is based on consent
-  Object to certain types of processing
-  Request restriction of processing
-  Lodge a complaint with the Information Commissioner's Office (ICO)

Requests regarding personal data should be made in writing to Team Clubs.

## **10. Cookies & Website Usage**

The Team Clubs website may use cookies or analytics tools to:

-  Improve website performance
-  Understand visitor behaviour
-  Enhance user experience

Users can adjust browser settings to refuse cookies if preferred.

## **11. Safeguarding**

Where safeguarding concerns arise, Team Clubs may share relevant information with appropriate agencies or authorities in order to protect a child or comply with legal obligations.

Safeguarding responsibilities will always take priority over confidentiality where necessary.

## **12. Third-Party Links**

Our website or communications may contain links to third-party websites. Team Clubs is not responsible for the privacy practices or content of external websites.

## **13. Changes to This Policy**



Team Clubs reserves the right to update this Privacy Policy where necessary. Any significant changes will be communicated appropriately.

## **14. Contact Information**

If you have any questions regarding this Privacy Policy or how your information is handled, please contact Team Clubs directly through our official contact channels.

## **15. Agreement**

By registering a child with Team Clubs or using our services, parents/guardians confirm that they:

-  Have read and understood this Privacy Policy
-  Consent to the collection and use of information as outlined within this policy