

Here at Primary Sports Development we take your privacy seriously and will only use your personal information to administer your account and provide the services you have requested from us.

### What information do we collect from you and why?

If you contact us via our website, we will collect your name, telephone number and email address, so that we can contact you following your enquiry. This information is only collected with your consent. After contacting you, we may then collect your child's full name, child's age, and medical information. The information we collect is to enable us to provide you with the service you have requested.

These details enable us to arrange the children in the correct age group on our courses and also to contact you in case of any emergencies or if there are any changes to clubs or courses that we need to make you aware of. Medical information is collected in case a medical emergency arises when the children are in our care.

### Where is your data stored?

If you contact us via our website, your data will be sent over an encrypted connection (HTTPS) and your data cannot be intercepted by a third party in transit. Your data will be stored on our website database. If you contact us via our secure email, your emails will be saved on an encrypted spreadsheet. No payment details are kept or stored. No paper copies are kept.

### Who will we share your information with?

We will not share your data with third-parties for marketing purposes.

### How long do we keep hold of your information?

We will keep hold of your contact information for three years following the last activity on your account or until you ask for your information to be removed from our records.

### You have the right to be forgotten.

If you would like your information to be removed from our records, please email [coachandy@primarysports.org.uk](mailto:coachandy@primarysports.org.uk) and I will happily arrange this.

