Advance Player Development Privacy Policy

**Our contact details**

Name: Advance Player Development

Address: 1 Geraint Road, Bromley BR1 5DU

Phone Number: 01322761026

E-mail: admin@advanceplayerdevelopment.co.uk

**The type of personal information we collect**

We currently collect and process the following information:

* Personal identifiers, contacts and characteristics (for example, name, gender, age)
* Contact details including phone number, email address, home address.
* Customer Financial information including billing address.
* Employee Data include DBS record, safeguarding certificates, professional qualifications, references, CV, home address, financial information, contact details (email address and phone number).
* Website user statistics.

**How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

* Provided by a player or parent to book a training session.
* In application for a sixth form or college ran by us at APD.
* We hold medical information about pupils and players in our care along with emergency contact details in case of an emergency or medical event.
* Customers provide personal information to gain more knowledge on our services.
* To apply for a trial at one of our sites.
* To book a place on a holiday camp.



* Personal Financial information given when purchasing a product or service on our website or online platforms.
* To apply for a job at APD.
* Once employed/contracted to APD, information provided to us as employers to carry our necessary checks.

We also receive personal information indirectly, from the following sources in the following scenarios:

* We receive personal information from our schools and colleges about individual players such as name, gender, DOB, contact details, medical information.
* We also receive it about trialist and potential pupils in order to contact and give further information about the football academy.
* We receive medical information from primary schools regarding pupils in our care.
* We receive contact information from existing customers, regarding potential new customers.

How we use the personal data:

* We use pupil/player medical information to use appropriate first aid and emergency protocol.
* We use contact details to share relevant marketing information.
* We use employee information to run checks in line with ‘Keeping Children Safe in Education’ such as Enhanced DBS and Safer recruitment protocol. We then ensure our partners (e.g. schools) that our coaches are all safe to work with children.
* We use player/pupil information to update on information such as training/trials/application dates.

We may share this information with:

* Our partner schools, sixth forms and colleges including: Thinking Schools Academy Trust schools, The Halley Academy, and North Kent College.



Under the General Data Protection Regulation (GDPR), the lawful basis we rely on for processing this information are:

**(a) Your consent. You are able to remove your consent at any time. You can do this by contacting Rachel Newborough on 07557101540 or admin@advanceplayerdevelopment.co.uk**

**(b) We have a contractual obligation.**

**(c) We have a legal obligation.**

**(d) We have a vital interest.**

**(e) We have a legitimate interest.**

**How we store your personal information**

Information is gained via our website, email or from one of our listed partner schools.

Your information is securely stored on company owned laptop.

We keep consensual, relevant and necessary personal information for as long as it is justifiable to fufil the contracts and purposes of the organisation. For example, personal information on a sixth form football player will be erased upon graduation. Likewise, if an employee is to leave the company, their records and documentation will be deleted. We will then dispose your information by erasing it from the company owned laptop. It will be electronically destroyed and we keep no physical or paper tracking of information so this will not be necessary.



**Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [admin@advanceplayerdevelopment.co.uk](mailto:admin@advanceplayerdevelopment.co.uk) if you wish to make a request.



The lawful bases for processing are set out in Article 6 of the GDPR. These bases apply to our use of personal data dependant on the circumstance:

**(a) Consent:** the individual has given clear consent for you to process their personal data for a specific purpose.

**(b) Contract:** the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

**(c) Legal obligation:** the processing is necessary for you to comply with the law (not including contractual obligations).

**(d) Vital interests:** the processing is necessary to protect someone’s life.

**How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at [admin@advancepalyerdevelopment.co.uk](mailto:admin@advancepalyerdevelopment.co.uk) or call us on 01322761026.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO’s address:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

