



Confidentiality Policy:



360 Degree Sports Coaching understands it has a legal duty to ensure that confidentiality is maintained at all times, however, we have a duty to give guidance to legal and professional roles where required. For the purpose of this policy, confidentiality relates to the transmission of personal, sensitive or identifiable information about individuals or organisations, which comes into the possession of 360 Degree Sports Coaching through its operations. We hold personal data about its staff, users and members etc. which will only be used for the purposes for which it was gathered

360 Degree Sports Coaching also makes sure that it offers a safe and secure learning environment. The safety, wellbeing and protection of children are at the forefront of all decisions made about the confidentiality of children. Any information that is shared between staff is essential for children's wellbeing but is not shared beyond our workforce.

Our Policy:

- Any statistical information given to third parties, such as to support funding applications or monitoring reports for local authorities shall be produced in anonymous form, to maintain confidentiality.
- All records will be locked in filing cabinets or secure online servers. (registers, registration forms, contact details)
- All registers with confidential information will be destroyed appropriately when no longer needed.
- If a worker feels that confidentiality should be breached in the best interests of the individual, then they should inform Jack Westmancott (Director). A full and proper meeting will then be held before a decision is made. Only in extreme and exceptional circumstances should this information be divulged to the relevant parties.
- All information will be kept confidential unless deemed necessary to share by the relevant personnel. Good communication between schools, children and parents may be necessary.
- Child Welfare is our number one priority, confidentiality cannot be guaranteed should a child's welfare be of concern.
- Images of children will NOT be used unless parental consent is given prior to a coaching session.
- We have a duty to take all complaints seriously and welcome any form of feedback on services which we provide. Complaints will follow the relevant procedures to ensure that they are dealt with appropriately.
- We have a duty to ensure that all staff are aware of, read and adhere to all company policies and procedures.
- All staff will be given their own copies of all policies and procedures. Staff will also have regular spot checks to ensure policies and procedures are adhered to.
- Breaches to this policy will be dealt with in accordance to our disciplinary procedures as appropriate.



Data Protection:



- All data is stored securely as per the General Data Protection Regulation Policy (GDPR).
- All reply slips as provided to 360 Degree Sports Coaching when any child is signed up to any of our clubs/activities are stored within a locked filing cabinet.
- All reply slips are shredded at the end of each school term, when it is no longer needed.
- All emergency contact information is stored electronically and will be stored for 12 months after any customer last used our services. After this period all electronic data stored will be removed.
- At the end of each term 360 Degree Sports Coaching shreds all of its registers.
- All data stored is essential for the services which we provide. Customer contact information is stored for emergency situations whilst the parent is absent from sessions but also to keep parents informed with any upcoming events, cancellations, delays etc.
- Any Photos taken from our sessions are stored securely for 12 months before being deleted.
- Some photos may be selected to be used for the use of social media or website purposes. By signing you offer consent for both of these purposes.
- Should we wish to use photos for promotional material such as banners, flyers, posters or brochures, then 360 Degree Sports Coaching will make individual requests to ensure this is still acceptable because some promotional material may be used for a substantial period of time.
- All data held by 360 Degree Sports Coaching can be requested at any time and can also be deleted at any time upon request in writing.