



Data Protection Policy

Introduction

Redgate Sports, a Charity based in Worcestershire, is committed to protecting the privacy and confidentiality of personal data collected and processed as part of its sport and mentoring programmes. This Data Protection Policy outlines our commitment to complying with applicable data protection laws and regulations, and our practices for handling personal data.

Scope

This policy applies to all personal data collected, processed, and stored by Redgate Sports, including data related to the children we support, the schools and partners who refer children to us, and the parents and carers of the children. It covers all employees, contractors, and volunteers who handle personal data on behalf of Redgate Sports.

Data Collection and Processing

Purpose and Consent:

Redgate Sports will collect and process personal data only for specific and legitimate purposes, with the appropriate consent obtained when required. We will ensure that individuals are informed about the purposes of data collection and their rights in relation to their personal data.

Minimization and Relevance:

We will collect and process only the minimum amount of personal data necessary to fulfil the intended purposes. Data collected will be relevant, accurate, and up-to-date.

Lawful Basis:

Data processing will be carried out based on lawful grounds, such as the necessity of processing for the performance of a contract, compliance with legal obligations, or with the explicit consent of the data subject.

Data Sharing and Security

Data Sharing:

Redgate Sports recognises the importance of confidentiality and privacy. We do not share personal information or data with any other organisations, except when necessary

to support the care of a child. In such cases, we may share relevant information with schools and other referring partners, ensuring compliance with applicable data protection laws.

Security Measures:

We implement appropriate technical and organisational measures to protect personal data against unauthorised access, loss, alteration, or disclosure. This includes physical security, encryption, access controls, and staff training on data protection principles.

Data Retention

Personal data will be retained only for as long as necessary to fulfil the purposes for which it was collected, or as required by applicable laws and regulations. When data is no longer required, it will be securely and permanently deleted or anonymised.

Data Subject Rights

Redgate Sports respects the rights of data subjects, including the right to access, rectify, erase, restrict processing, and object to the processing of their personal data. We will promptly respond to any requests made by data subjects to exercise their rights, in accordance with applicable data protection laws.

Data Breach Notification

In the event of a personal data breach, Redgate Sports will comply with the legal requirements for data breach notification. We will promptly assess and mitigate any risks to affected individuals and take necessary actions to prevent similar incidents in the future.

Staff Training and Compliance

Redgate Sports is committed to providing ongoing training and awareness programs to employees, contractors, and volunteers regarding data protection principles, policies, and procedures. We will regularly review and update our practices to ensure compliance with applicable data protection laws.

Contact Information

For any questions, concerns, or requests regarding data protection, individuals can contact Dan Thorp. Dan is the Redgate Sports Founder and Director and has responsibility for data security in Redgate Sports.

Name: Dan Thorp

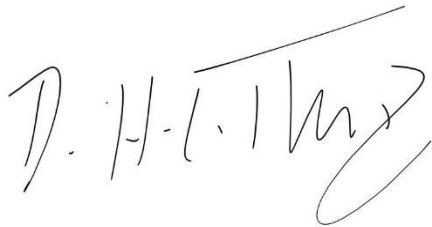
Position: Founder and Director – with responsibility for data protection

Email: dan.thorp@redgatesports.co.uk

Phone: 07932 522156

Note: In situations where concerns involve the DPO, individuals should report their concerns to the next appropriate senior manager or the Redgate Sports management team.

This policy is recommended for approval by:



Dan Thorp

Redgate Sports CEO and Welfare Officer

Date: 04/08/25

POLICY REVIEW:

Redgate Sports review all policies every August. Policies may be reviewed and amended more frequently if the need arises. Changes in legislation and guidance or learning from incidents/near miss event may require a review and change to take place.

Policy/ Procedure	Date Last Reviewed	Amendments Made	Date Next Review	Amended By
Data Protections	06.08.23	Addition of Review Procedure	06.08.24	DT
	01.08.24		01.08.25	DT
	04.08.25		04.08.26	SK

This policy is circulated to all staff annually. The policy is also circulated to all referring partners.

Redgate Sports holds staff training every 6 months and aspects of this policy are included in every training session.

This Policy has been developed by the Redgate Sports team and approved by the Board.