GDPR Policy Statement

Gala Academy is committed to protecting the privacy and personal data of all pupils, parents/carers, school staff and other individuals involved in our badminton coaching activities. We process personal information in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and any other applicable data-protection legislation.

1. Purpose of Data Processing

Gala Academy may collect and use personal information where necessary to provide safe, effective and well-organised badminton coaching sessions at the school. This may include:

- Delivering and administering badminton coaching activities;
- Registering pupils for sessions, clubs, competitions or events;
- Managing attendance and session records;
- Ensuring participant health, welfare and safety;
- Communicating with parents/carers and relevant school staff;
- Managing payments, where applicable;
- Meeting safeguarding, insurance and legal obligations.

2. Information We May Collect

Depending on the activity type (PE lessons, After school Activities, School, Clubs, etc.) Gala Academy may process the following information:

- Pupil name, age/date of birth, class or year group;
- Parent/carer contact details;
- Emergency contact information;
- Attendance and participation records;
- Relevant medical, allergy, disability or accessibility information needed to ensure a child's safe participation;
- Photographs or video footage, but only where appropriate consent has been obtained;
- Payment and booking information, where relevant.

We will only collect information that is necessary for the purpose for which it is required.

3. Lawful Basis for Processing

Gala Academy will process personal data only where there is a lawful basis to do so. This may include:

- **Contract:** where information is needed to provide coaching services;
- **Legitimate interests:** to organise and safely manage our coaching activities;
- **Legal obligation:** to comply with legal, safeguarding, health and safety, insurance or financial requirements;
- **Consent:** where required, including for optional photography, video use or certain communications.

Health or medical information is treated as special-category personal data and will only be used where necessary to protect a participant's health and safety, or with appropriate explicit consent where required.

4. Children's Data and Safeguarding

Gala Academy recognises that children's personal data requires particular protection. We will handle pupils' information carefully, securely and only for purposes connected with their participation in our badminton activities.

Information relevant to a child's health, safety or safeguarding will only be shared with authorised school personnel, parents/carers, emergency services or other relevant authorities where necessary and appropriate.

5. Sharing Information

We will not sell or share personal data for marketing purposes. Personal data will only be shared where necessary with:

- The school and authorised members of staff;
- Parents/carers, where appropriate;
- Coaches and authorised Gala Academy personnel;
- Insurance providers, governing bodies or event organisers where relevant;
- Professional service providers who support our operations, such as secure booking or payment providers;
- Emergency services, local authorities or safeguarding agencies where required by law or necessary to protect a child or other individual.

Any third parties processing data on our behalf will be expected to protect it appropriately and use it only for authorised purposes. If any storing of data is required by third party processors, this will be done under a separate a Data Processing Agreement (DPA).

7. Data Retention

We will retain personal data only for as long as is necessary for the purposes for which it was collected, including any legal, safeguarding, insurance, financial or reporting requirements. Information will then be securely deleted or destroyed.

8. Individual Rights

Individuals, or parents/carers acting on behalf of pupils where appropriate, have rights under data-protection law. These may include the right to:

- Request access to personal data;
- Request correction of inaccurate or incomplete data;
- Request deletion of data in certain circumstances;
- Object to, or restrict, certain processing;
- Withdraw consent where processing is based on consent;
- Make a complaint to the Information Commissioner's Office (ICO).

9. Contact

For questions, requests or concerns about how Gala Academy handles personal data, please contact:

Gala Academy
Data Protection Contact: Raj Chawla
Email: raj@gala-academy.co.uk
Telephone: +44 7888 873385
WhatsApp: @gala.academy.badminton

Signed
For and behalf of
GALA ACADEMY
Dated: 1 January 2026
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