

Parkour UK Data Protection Policy

Your personal information is important, and you should treat it as you would any other valuable item. Personal data is information that identifies you, it can be anything from your name, address or telephone number to where you went to school or things you buy.

The Data Protection Act, 1998 governs how we collect, store, process and share your data. Any person or organisation that uses personal information is known as a data controller. A data controller must comply with the eight principles of the data protection act. These ensure that personal information is:

- fairly and lawfully processed
- processed for limited purposes
- adequate, relevant and not excessive
- accurate and up to date
- not kept for longer than is necessary
- processed in line with your rights
- secure
- not transferred to other countries without adequate protection

Parkour UK's data protection policy outlines our commitment to the data protection principles and how we deal with personal information.

The Information Commissioner's Office (ICO) oversees compliance with the data protection act. We have to tell the ICO about what we do with the personal information that we hold and this information is held on a register of data protectors. We have one entry on this register. This register is available for public inspection online (ico.org.uk).

The data protection act also gives you the rights to a copy of the information held about you. This is known as a subject access request.

Data collection Statement

Parkour UK often needs to use information about you in order to provide many of our services. In some cases, this data may be so-called sensitive personal data relating to you. Parkour UK may process this sensitive personal data in the following ways:

- Ethnicity data
 - This data is collected on a voluntary basis from you, it may be used to identify and keep under review equality of opportunity at Parkour UK and within the sport. It will also be anonymously used for statistical and reporting purposes.
- Disability data
 - This data is collected on a voluntary basis from you, it may be used to identify and keep under review equality of opportunity at Parkour UK and within the sport. It will also be anonymously used for statistical and reporting purposes.
- Injury data
 - This may be collected by Parkour UK directly from you or via your club for use in a Personal Accident Claim. It may be used (anonymously) for statistical and reporting purposes and may be used in connection with any subsequent legal claims.
- Criminal records data
 - Parkour UK uses a third party (Vibrant Nation) to carry out DBS checks and assist us in ensuring that those who take up appointments (voluntary or paid) do not pose a risk to the children in its care. We may therefore process criminal records data disclosed by the CRB. This will be processed in accordance with the CRB's Code of Practice for Registered Persons.
- Anti-doping data
 - This data may be collected from you by Parkour UK, if you are representing GB as part of Parkour UK's competition pathway. It will be used for the purpose of administering our anti-doping programme and may be used by Parkour UK (or any other organisations involved in doping control) for the purposes of any disciplinary proceedings brought against you for anti-doping rule violation. Your data (including medical data) may be passed to IFNA, WADA, UK Sport and other organisations or individuals involved in the administration of the doping control process or concerned with the results of that process.

Data Protection Policy

Parkour UK's data protection policy sets out our commitment to protecting personal data and how we implement that commitment with regards to the collection and use of personal data.

Parkour UK is committed to:

- Ensuring that we comply with the eight data protection principles, as listed below:
 - Meeting our legal obligations as laid down by the Data Protection Act 1998
 - Ensuring that data is collected and used fairly and lawfully
 - Processing personal data only in order to meet our operational needs or fulfil legal requirements
 - Taking steps to ensure that personal data is up to date and accurate
 - Establishing appropriate retention periods for personal data
 - Ensuring that data subjects' rights can be appropriately exercised
 - Providing adequate security measures to protect personal data
 - Ensuring that a senior member of staff is responsible for data protection compliance and provides a point of contact for all data protection issues
 - Ensuring that all staff are made aware of good practice in data protection
 - Providing adequate training for all staff responsible for personal data
 - Ensuring that everyone handling personal data knows where to find further guidance
 - Ensuring that queries about data protection, internal and external to the organisation, is dealt with effectively and promptly
 - Regularly reviewing data protection procedures and guidelines within the organisation

Data protection principles

1. Personal data shall be processed fairly and lawfully
2. Personal data shall be obtained for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or those purposes
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed
4. Personal data shall be accurate and where necessary, kept up to date
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.

6. Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act, 1998
7. Appropriate technical and organisational measures shall be taken against unauthorised and unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Subject Access Request

Under the data protection act you have a right to a copy of the information we hold about you. Requesting this information is known as making a subject access request.

Subject Access Requests should be made in writing to the email address info@parkour.uk

Fees

We will not charge a fee for this. However, we will charge a reasonable fee when a request is manifestly unfounded or excessive, particularly if it is repetitive.

We will also charge a reasonable fee to comply with requests for further copies of the same information.

The fee will be based on the administrative cost of providing the information.

Timescales

We aim to comply with requests for access to personal information as quickly as possible. In most cases we will be able to provide a copy of the information within one month of receipt of your written request. In order to do this, we may ask you to provide additional details about the source, location and timeframe of the information you are requesting.

We may on occasions extend the period of compliance by a further two months where requests are complex or numerous. If this is the case, we will inform the individual within one month of the receipt of the request and explain why the extension is necessary.

Manifestly unfounded or excessive requests

Where requests are manifestly unfounded or excessive, because they are repetitive, we may:

- Charge a reasonable fee taking into account the administrative costs of providing the information; or refuse to respond.

If we refuse to respond to a request, we will explain why and inform you of your right to complain to the supervisory authority and to a judicial remedy without undue delay and at the latest within one month.

How will the information be provided?

We will verify the identity of the person making the request, using reasonable means.

Where the data is stored on the membership system you will be provided with direct access to your data via that system

Where the data is published on the Parkour UK website, you will be provided with the links to the website.

Requests for large amounts of personal data

If your request requires us to process a large quantity of information, we will ask you to specify the information the request relates to.

Rights and freedoms of others

The right to obtain a copy of information or to access personal data should not adversely affect the rights and freedoms of others. If by providing the information requested, we would have to disclose information relating to or identifying a third party, we will only do so provided the third party gives consent, otherwise we may edit the data to remove the identity of the third party.

Unless we are under a legal obligation to release data, or the individual has given us permission, personal information will only be released to the individual to whom it relates. The disclosure of such information to anyone else without their consent may be a criminal offence.

Making a Subject Access Request

If you would like to make a Subject Access Request, please contact us at info@parkour.uk

You will also need to provide two forms of identification, for example, driving licence, utility bill or passport and, if appropriate, any particulars about the source, location and timeframe of the information you are requesting.