

PE PARTNER

Privacy policy



Auditing We have carried out a thorough audit and identified all databases and lists in which we store personal data. These databases have been cleaned, secured and are all held on encrypted websites with appropriate SSL security certificates. We've verified the existing contact lists as valid email addresses and communicated with all contacts to give them the option to continue or be removed from the mailing list.

Awareness We have given all staff training on the GDPR regulations and the impacts on our business processes and we have made their responsibilities as data managers clear. They have all read and signed a Data processor agreement and we have incorporated this policy into the new starter induction pack.

Recording Our data processing procedures are laid out in our employee handbook and in our contractor agreement and are available on request. These are reviewed on an annual basis (December) unless superseded by new legislation.

Deleting Data is stored for as long as required, typically 7 years. If anyone asks to be removed from the databases, this will be done with 30 days.

Security All systems and technologies used in the business are password protected, as are all databases. Personal data (such as class lists or registers) are never sent via email unless password protected. All websites have a timed lock out of 2 minutes if no activity is registered and all databases are hosted on secure servers with SSL security certificates and an appropriate level of encryption.

Access to your data If a subject access request is made in writing to the company's GDPR lead it will be dealt with within 5 working days and in full confidence. Identity will be verified by the provision of original id documents (passport or drivers licence and proof of address) before any information will be released. If the id check is carried out successfully a full disclosure of any records within our systems will be made.

Legal Basis of Processing Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract [Article 6(1)(b)]

Policy review This GDPR policy and the associated Privacy Statement are reviewed annually, unless superseded by new legislation.

Consent Review Personal data is only captured with either the express permission of the pupil's parent or as permitted by contract with the pupil's school

As part of our curriculum platform SPIRALPE we conduct a read only FTP connection with schools Management Information System and collect pupil data to enable school staff to carry out PE assessments, manage registers for activities and identify patterns of physical activity from within their SPIRALPE platform. This is carried out in partnership with our integration partners at WONDE. A copy of their own GDPR statement is available here

<https://www.wonde.com/downloads/Wonde%20-%20School%20Data%20and%20GDPR.pdf>

Where a school shares pupil data with an external supplier in this way it is the responsibility of the individual schools to ensure that the correct consent has been sought from legal guardians of it's pupils.

GDPR Lead For any enquiries relating to GDPR or privacy please contact the appointed Nick Powell – by email to n.powell@pepartner.co.uk by calling 01133226115 or at the following address: PE Partner, Chapel Studios, 60 Bradford Road, Leeds LS28 6DA

Age matters We do not collect any personal information from children – it all comes to us through their legal guardians or school partners. If things change and we ever do we will amend the policies to reflect this and include an age verification mechanism in our data capture processing.

Cross Border processing Data is only transferred within the EEA or with third parties with sufficient accreditation (i.e. Privacy Shield) as in line with requirements under the GDPR.