

TrainIQ Academy - Privacy Notice (GDPR)

1. Purpose of this Notice

This Privacy Notice explains how TrainIQ Academy collects, stores, uses, and protects personal data about children and parents/carers in line with the UK General Data Protection Regulation (UK GDPR).

2. Who Collects Your Data?

- Data Controller: Issa Malik (Club Founder and sole operator)
- Contact: info@trainiqacademy.co.uk | +44 7933 148 006

3. What Information Do We Collect?

We may collect and store the following information:

- Child's full name, date of birth, and medical information
- Parent/guardian contact details (name, phone, email)
- Emergency contact details
- Consent for photos/videos and permissions
- Any special educational needs or support requirements

4. Why Do We Collect This Information?

We collect this data to:

- Provide a safe and effective club experience
- Respond to emergencies or medical needs
- Communicate with parents/carers
- Meet legal and safeguarding responsibilities
- Keep attendance records and ensure health & safety compliance

5. Lawful Basis for Processing

Our lawful basis under UK GDPR is:

- **Consent** (given via the Parent Consent Form)
- **Legal obligation** (e.g. safeguarding duties)
- **Vital interests** (e.g. emergency care)

6. How Is Your Data Stored?

- All digital data is stored securely via password-protected documents and Google Drive (private access only)
- Paper forms (if used) are kept in a locked location

7. Who Do We Share Data With?

We do **not** share your personal information with any third parties unless:

- It is required by law
- There is a safeguarding or medical emergency

8. How Long Do We Keep Your Data?

We retain data for up to **12 months after a child's last session**, unless legally required to retain it longer.

9. Your Rights

You have the right to:

- Request a copy of your data
- Ask for corrections or updates
- Withdraw consent at any time (where applicable)
- Request deletion of data (unless there's a legal reason we must keep it)

10. Contact for Queries or Requests

If you have questions or wish to exercise your rights, contact:

Issa Malik – info@trainiqacademy.co.uk

This Privacy Notice will be reviewed annually or when data protection laws change.

Signed: *Issa Malik* **Date:** 21st August 2025

(Club Founder – Data Controller)