

## ACADEMY SPORTS CLUB – DATA PROTECTION AND PRIVACY POLICY

### General Statement of Intent

Academy Sports Club (“Academy”) takes the privacy of its members very seriously. This policy relates to all personal data requested, stored and used by Academy in the pursuance of its activities. Academy takes reasonable care of all personal information and ensures it is kept secure and prevents any unauthorised access or unlawful use of it. All information is processed in accordance with the applicable Cayman Islands data protection legislation.

### Collection of personal information

Academy will request members provide information at point of registration through the players registration form, club forum and at other times dependant on special events and activities and therefore the information requested will vary depending on the reason for the collection. The information provided includes, but is not limited to, name, age, home address, telephone numbers, email address and any medical information. In some instances, the provision of certain information will be mandatory.

### Storage of Personal Information

Academy stores information in respect of the club membership electronically and in paper format. All electronic data is held in a secure manner. Access to this data is strictly controlled by the member of Committees assigned to that specific task that holds such data. If there are any paper copies of any club members data is held by the Secretary of the club or President. Individual team data in electronic or paper format is held by each Team Manager and Coaching staff (as required) of the team.

### Use of the Personal Information

Academy will use personal information for the purposes of running the club and the teams within it. It is also used for the purpose of verifying member’s identity, responding to enquiries, sending information to members and registering that player with the league of the team they are playing for. Academy holds appearance information for the purposes of club records. Academy’s Website and club form will hold members data in teams to support communication of team activities, the team set up, team communications and team progress. Our website may contain links to other sites. Please be aware that Academy is not responsible for the privacy practices of these sites and users are to be aware when they leave the website of Academy that they need to read the privacy statements applicable on the other sites they are linked to.

### Updating of Personal Information and Circumstances

In the event that there is a change to a member’s personal information or circumstance for example their contact details or leaving the club, the team manager must be informed. It is their responsibility to ensure the Club Secretary is informed ASAP to ensure all Club records are maintained as accurately as possible.

### Access to Members Personal Information

Members and their parents have the right to access the information that Academy holds about them. In order to do this a written application is to be made to the Club Secretary at the Club registered address of Outpost Street, George Town, Grand Cayman or via emailing [admin@academysportsclub.ky](mailto:admin@academysportsclub.ky). Such information will be provided within 30 days.

**Disposal of Personal Information**

Data will be disposed of securely and permanently as required.

**Data Retention**

Data obtained via the registration process is only kept for the period of the current season and a further 3 seasons. Data obtained via club forum registration is only kept for the period of being a member of Academy unless agreed with the club. Any member leaving Academy must inform us by emailing [admin@academysportsclub.ky](mailto:admin@academysportsclub.ky) so we can securely delete the data.