

Enigma Cheer & Dance Privacy Policy

Privacy Policy

Version 1.1 – Last Updated 11/07/2018

Enigma Cheer & Dance (“Enigma” “us”, “we”, or “our”) operate the following:

- website
- Enigma Cheer & Dance public facebook page
- Band groups per team for both athletes and parents
- Cheerleading, Dance, Gymnastics and related activities for both recreational and competitive participants
- Associated events and activities such as Team building events, Camps, Displays, End of season awards etc

These are collectively known as the “Service”.

This policy informs you of our policies regarding the collection, use, and disclosure of personal data (as defined below) when you use our Service and the choices you have associated with that data. If you can't find the information you need, please contact us at admin@enigmacheeranddance.co.uk.

We use your data to provide and improve the Service. By using the Service, you agree to the collection and use of information in accordance with this notice.

Personal Data

While using our Service, we may ask you to provide us with certain Personal Data including, but not limited to:

- Email address
- First name and last name
- Phone number
- Address including Postal code
- The name, number and relationship of an emergency contact
- Date of birth
- Holiday Dates
- Uniform/Merchandise Clothing Size
- Name of school
- Details of any injuries and/or Medical Conditions

We will collect some or all of this information from you when you visit our website, online payment and registration system, purchase our services or products, use our social media or band groups, complete any of our registration documents and waivers, complete any registration or waiver documents required by any external Event providers, voluntarily complete an enquiry or booking form on our website, or when you contact us by email, telephone or post.

Use of Data

Enigma Cheer & Dance uses your Personal Data for the following purposes:

- To provide and maintain our Service
- To notify you about changes to our Service
- To allow you to participate in interactive features of our Service when you choose to do so
- To provide customer support
- To enter you into events, competitions and activities (that you have ‘signed up for’)
- To process your bookings and product orders
- To gather analysis or valuable information so that we can improve our Service
- To monitor the usage of our Service
- To detect, prevent and address technical issues
- To celebrate, promote and share the progress/success of individuals via Photo's and Video's, on our social media platforms, within our band groups, for marketing and promotional reasons, on our website and in the

media. The use of this data will be limited to the terms of our photo/video release that every parent/guardian signs to provide consent.

The law allows us to use your Personal Data as set out above on the basis that the processing is necessary for the performance of a contract with you, or we are acting in our “legitimate interests”.

Retention of Data

Enigma Cheer & Dance will retain your Personal Data only for as long as is necessary for the purposes set out in this Privacy Notice, unless a longer retention period is required by law, or in order to resolve disputes and enforce our legal agreements and policies.

Enigma Cheer & Dance will also retain Usage Data for internal analysis purposes in accordance with the purposes set out in this Privacy Notice.

Storage of Data

Personal data is stored in one or more of the following ways:-

- In physical format (paper copy) – This is stored in a locked office that is only accessible by Enigma Cheer & Dance Head Coach or Administrator.
- Within our cloud based Registration software that is password protected and only accessible by the Head Coach and Administrator
- On our cloud based folders in Microsoft Online account, which is password protected and only accessible by ACA Directors. Furthermore, All devices are password protected.
- Within our Enigma Cheer & Dance Email accounts, which are password protected
- On the personal phone of the coaches (emergency contact numbers only). These devices are all password protected
- Photo and Video Personal data is accessible on our website and social media platforms etc in line with signed consent received via the photo/video release document.

Disclosure Of Data

Disclosure for Law Enforcement

Under certain circumstances, Enigma Cheer & Dance may be required to disclose your Personal Data if required to do so by law or in response to valid requests by public authorities (e.g. a court or a government agency).

Legal Requirements

Enigma Cheer & Dance may disclose your Personal Data in the good faith belief that such action is necessary to:

- To comply with a legal obligation
- To protect and defend the rights or property of Enigma Cheer & Dance, including enforcing any terms or agreements governing the use of our products
- To prevent or investigate possible wrongdoing in connection with the Service, for example to prevent an attack on our systems or network
- To protect the personal safety of users of the Service or the public
- To protect against legal liability

Service Providers

We may employ third party companies and individuals to facilitate our Service (“Service Providers”), to provide the Service on our behalf, to perform Service-related services or to assist us in analysing how our Service is used.

These third parties have access to your Personal Data only to perform these tasks on our behalf and are obligated not to disclose or use it for any other purpose.

Analytics

We may use third-party Service Providers to monitor and analyse the use of our Service.

Security Of Data

The security of your data is important to us, but remember that no method of transmission over the Internet, or method of electronic storage is 100% secure. While we strive to use commercially acceptable means to protect your Personal Data, and have put in place appropriate physical and technical measures to safeguard your Personal Data, we cannot guarantee its absolute security.

Your Rights

Enigma Cheer & Dance aims to take reasonable steps to allow you to correct, amend, delete, or limit the use of your Personal Data.

To update your Personal Data, please contact us (admin@enigmacheeranddance.co.uk) to make the required changes.

If you wish to be informed what Personal Data we hold about you and/or if you want it to be removed from our systems, please contact us at admin@enigmacheeranddance.co.uk.

You have the right to withdraw consent to process your personal data at any time, however please note that this will not affect the validity of any processing of your Personal Data up to the date of your withdrawal of consent. In the event you wish to withdraw your consent, please contact us at

In certain circumstances, you have the right:

- To access and receive a copy of the Personal Data we hold about you
- To rectify any Personal Data held about you that is inaccurate
- To request the deletion of Personal Data held about you
- To require us to stop processing your Personal Data or object to specific types of processing of your Personal Data (for example where we process your Personal Data for direct marketing purposes).
- Prevent automated decision-making.

You may, in certain circumstances, have the right to data portability for the information you provide to Enigma Cheer & Dance. You can request to obtain a copy of your Personal Data in a commonly used electronic format so that you can manage and move it.

If you wish to enforce any of your rights please email us at admin@enigmacheeranddance.co.uk. We will respond to your request without undue delay and by no later than one month from receipt of your request, unless a longer period is permitted by applicable data protection laws. Please note that we may ask you to verify your identity before responding to such requests. We may charge you a reasonable fee, where permitted to do so by law, for dealing with your request which we will notify to you.

Complaints

If you are concerned that we have not complied with your legal rights under applicable data protection laws, you may contact the Information Commissioner's Office (www.ico.gov.uk) which is the data protection regulator in the UK, where admin@enigmacheeranddance.co.uk is located. Alternatively, if you are based outside of the UK you may contact your local data protection supervisory authority.

Links To Other Sites

Our Service may contain links to other sites that are not operated by us. If you click on a third party link, you will be directed to that third party's site. We strongly advise you to review the Privacy Notice of every site you visit.

We have no control over and assume no responsibility for the content, privacy notices or practices of any third party sites or services.

Children's Privacy

Our Service does address individuals under the age of 13 ("Children").

We only collect and process Personal Data from anyone under the age of 13 with parental consent. If you are a

parent or guardian and you are aware that your Child has provided us with Personal Data that you do not wish us to hold or process, please contact us. If we become aware that we have collected Personal Data from children without verification of parental consent, we take steps to remove that information from our servers.

Changes To This Privacy Notice

We may update our Privacy Notice from time to time. We will notify you of any changes by posting the new Privacy Notice on our website.

We will let you know via email and/or a prominent notice for any significant change, prior to the change becoming effective and update the "version and last updated date" at the top of this Privacy Notice.

You are advised to review this Privacy Notice periodically for any changes. Changes to this Privacy Notice are effective when they are posted on this page.

Contact Us

If you have any questions about this Privacy Notice, please contact us:

- By email: admin@enigmacheeranddance.co.uk

