



DATA PROTECTION & PRIVACY POLICY

Policy owner	Fusion Activity Clubs
Applies to	All staff, coaches, volunteers, sessional workers, contractors and relevant visitors
Effective date	August 2026
Review date	August 2027, or sooner if guidance, legislation or practice changes
Status	Public website policy

Fusion Activity Clubs is committed to providing safe, positive, inclusive and well-managed sports, activity, after-school, holiday and wraparound provision. This policy applies to all Fusion employees, coaches, volunteers, sessional workers and contractors, and should be read alongside any safeguarding, health and safety and operational procedures of the school or venue where Fusion delivers activities.

1. Purpose

Fusion Activity Clubs handles personal information responsibly and in accordance with applicable data protection law. This policy explains our internal approach; the website Privacy Notice should provide the public-facing detail about specific processing.

2. Information We May Hold

- Child and parent/carer names and contact details.
- Emergency contacts.
- Attendance and booking information.
- Relevant medical, allergy or SEND information where provided for safe participation.
- Consent records.
- Payment and transaction information where applicable.
- Images and video where consent and a legitimate purpose apply.
- Staff recruitment and employment information.

3. Principles

- Use information lawfully, fairly and transparently.
- Collect only information that is necessary.
- Keep information accurate and up to date.
- Keep information only as long as needed.
- Protect information against unauthorised access, loss or disclosure.
- Respect data subject rights.



4. Children's Data

Because Fusion works with children, staff must take particular care with privacy, confidentiality and access controls. Sensitive information should only be shared with people who need it to protect or support the child or deliver the service.

5. Data Breaches

Any suspected loss, unauthorised disclosure or security breach must be reported immediately to the Fusion manager/data protection lead so that it can be assessed and managed.

6. Website Privacy Notice

Fusion will maintain a separate website Privacy Notice explaining the specific information collected through bookings, enquiries, cookies, marketing and other website functions. This should be checked and updated whenever website services or data processing change.

Safeguarding Contact

Designated Safeguarding Lead: Jack Brown

Email: contact@fusionactivityclubs.com | Phone: 07944067309

Fusion Activity Clubs Safeguarding Contacts

Designated Safeguarding Lead: Jack Brown

Additional Safeguarding Lead: Marc May

Email: contact@fusionactivityclubs.com | Phone: 07944067309

Relevant Guidance and References

UK GDPR and Data Protection Act 2018.

Information Commissioner's Office guidance on children's information and privacy notices.