

Tackle the Mindset – Data Protection & Privacy Policy



1. Policy Statement

Tackle the Mindset is committed to protecting the privacy and personal data of all individuals we engage with, including students, parents, schools, staff, and partners. We collect and process personal data lawfully, fairly, and transparently, in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Purpose

This policy outlines how we collect, use, store, and protect personal data, and the rights individuals have regarding their information.

3. Scope

This policy applies to all personal data processed by Tackle the Mindset, whether collected online, in person, or through third-party partners.

4. What Data We Collect

We may collect the following types of personal data:

- Names, contact details, and emergency contacts
- Medical information relevant to participation
- Attendance and behavioural data (with school consent)
- Feedback and evaluation forms
- Photos or videos (with consent)

5. Lawful Basis for Processing

We process personal data under the following lawful bases:

- Consent (e.g. for marketing or media use)
- Contractual necessity (e.g. delivering services to schools)
- Legal obligation (e.g. safeguarding)
- Legitimate interests (e.g. improving our services)

6. How We Use Personal Data

We use personal data to:

- Deliver safe and effective coaching sessions
- Communicate with parents, schools, and participants
- Monitor progress and evaluate program impact
- Promote our services (with consent)
- Comply with legal and safeguarding obligations

7. Data Sharing

We only share data when necessary and with appropriate safeguards in place. This may include:

- Schools and educational partners
- Emergency services (in case of incident)
- IT or administrative service providers (under contract)

We never sell or rent personal data.

8. Data Storage and Security

- Data is stored securely using password-protected systems and encrypted files
- Paper records are kept in locked storage and disposed of securely
- Access is restricted to authorised personnel only

9. Data Retention

We retain personal data only as long as necessary for the purpose it was collected. For example:

- Session records: 2 years
- Safeguarding records: 6 years (or longer if required)
- Marketing consent: until withdrawn

10. Individual Rights

Under UK GDPR, individuals have the right to:

- Access their personal data
- Request correction or deletion
- Object to processing
- Withdraw consent at any time
- Lodge a complaint with the Information Commissioner's Office (ICO)

11. Consent and Communication

We seek clear, informed consent for collecting and using data where required. Individuals can opt out of communications or withdraw consent by contacting us.

12. Cookies and Website Privacy

Our website may use cookies to improve user experience. Visitors can manage cookie preferences through their browser settings.

13. Policy Review

This policy is reviewed annually or following changes in legislation or data practices.

14. Contact Information

For questions, access requests, or concerns about your data:

- Data Protection Lead: Kyle Lund
- Email: ktl@tacklethe mindset.org
- ICO Website: www.ico.org.uk