

What is GDPR?

The General Data Protection Regulation (GDPR) is a regulation by which the European Parliament, the Council of the European Union and the European Commission intend to strengthen and unify data protection for all individuals within the European Union (EU).

Even though the UK is planning to leave the EU, the UK will still need to comply with the GDPR due to the cross-over period between the GDPR coming into force and the UK exiting the EU.

GDPR comes into effect on the [25th May 2018](#).

Who is affected by GDPR?

If you hold and process personal information about your clients, employees or suppliers, you are legally obliged to protect that information.

How does GDPR affect Hercules Sports?

With personal and sensitive data we must:

- Only collect information that we need for a specific purpose;
- Keep it secure;
- Ensure it is relevant and up to date;
- Only hold as much as we need, and only for as long as we need it.
- Allow the subject of the information to see it on request.

Our responsibility to you

At **Hercules Sports**, we will continue to take the following measures when processing your personal data:

- On registration we only request the information we require to register your child and keep you informed of any Hercules Sports upcoming courses.
 - Your wishes in relation to first aid and photo/video release are also recorded at this time.
 - Any paper forms we receive are held in files which are locked away in a filing cabinet.
 - We only keep forms for a period of 1 year after the course your child attended has finished, after this period we shred all paperwork relating to you and your child.
 - We will not share your data with any third party unless you have given us the authority to do so. The software we use for our registration process is provided by [Active.com](#).
 - Mr C. Hercules is the only personal who holds access to the admin side of these online tools.
 - As an employer Hercules Sports is required to hold data on its employees; names, addresses, email addresses, telephone numbers, date of birth, National Insurance numbers, bank details. This information is also required for Disclosure and Barring Service checks (DBS) and proof of eligibility to work in the UK. This information is held in a locked filing cabinet and shredded after a period of 5 years.
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Your responsibility to us

Please ensure that you keep us up to date with your data including your address, telephone numbers, email address and any medical information in relation to your son/daughter.

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