



## Momentum Cheer UK Personal Data Policy

- Momentum Cheer will always operate with athletes' and parent/guardians' privacy and data safety in mind. We will ensure that all personal details and data are protected at all times.
- All personal data received via paper forms will be digitised and stored securely. Any physical copies of personal details will be destroyed. The only exceptions to this will be any paper accident logs and safeguarding logs, which will be stored securely by Momentum.
- All accident logs and safeguarding logs will be kept:
  - At least until the year that the athlete reaches 25, if they are under 18 years old at the time of the log being created
  - A minimum of 7 years if the athlete is over 18 years old at the time of the log being created
- All general details (address, email, phone numbers, DOB, health information, etc.) will be stored securely in our Coacha system until a request for deletion is made via email or until admin staff deem it unnecessary to keep your data any longer.
- No details will ever be sold to third parties.
- Some details will need to be used for relevant and specific purposes with necessary and carefully selected third parties, for example in athlete registrations with competition organisers. Momentum Cheer will only use the necessary basic details in these circumstances, and will always have all athletes' and parent/guardians' privacy in mind at all times.
- Copies of all personal details and data stored by Momentum cheer are available by request, to the athlete to whom the details pertain, or to their parent/legal guardian if the athlete is under 18.
- Momentum Cheer will only contact athletes and parents/guardians according to their stated preferences. Contact preferences, and details, can be updated at any time via email at [momentumcheeruk@hotmail.com](mailto:momentumcheeruk@hotmail.com).