

Under the new General Data Protection Regulation, it is necessary for me to inform you of the reasons why Sharon Ann Academy of Cheer & Dance will record and retain personal information of its members and for what purpose.

All members are asked to provide the following information via our Member Registration Form:

Information Required	Purpose
Full Name:	Registration as club member and competitions
Date of Birth:	For team placements
Address:	For registering competitions
Emergency Contact Telephone Number:	To contact next of kin in case of emergency
Email Address:	Correspondence and competition event registration
Disabilities / Allergies:	To provide support and manage effectively any notified disabilities/allergies;
CCTV video footage:	Training and development purposes Destroyed 2 weeks from recorded date

- The information we retain will be used for the purposes outlined above.
Predominantly this is:
 - **To contact you in the event of an emergency;**
 - **To process cheerleading and/or dance competition registrations.**
- You are asked to tick the consent box and sign, authorising your consent for us to retain this information for the period for which you (or your child if under 18) remains a member of the Sharon Ann Academy and for the purposes outlined.
- The signed paper copy of the registration/consent forms will be stored in a lockable cabinet to which only the Academy Directors have access.
- The key pieces of information will be stored electronically with the document being password protected, with only the Academy Directors having access to the laptop. This requires a password to enter and has up to date anti-virus software installed.
- Should you leave the Academy your personal information will be deleted from our electronic records and the paper record destroyed.

Name of Member: _____

Parent Name (if member under 18): _____

Consent to store and use information for the purposes outlined above:

Signed Member / or Parent (if member under 18): _____