

## **Loughborough University National Tennis Academy Privacy Policy**

Here at Loughborough University National Tennis Academy (LUNTA) we take the protection of athlete data and athlete privacy seriously and this document provides information on what personal data we collect; how and why we collect it; how we store it and for how long we keep it. This notice will also explain how we look after athlete data and protect athlete rights in accordance with the relevant data protection legislation.

*Further information and guidance on the University's approach to personal information can be found on the [University's Information Governance website](#).*

### **What personal information do we hold about our National Tennis Academy athletes?**

- Normal identification and contact information, such as athlete full name, address, date of birth, age, gender, phone contact details and email
- GP details, NHS number and medical records (as per medical questionnaire, medical history and ongoing treatment records)
- Additional information including height and weight for performance tracking purposes
- Records of athlete and/or parent interactions with us such as telephone conversations, emails and other correspondence and instructions to us
- Records of athlete attendance at any tournaments, events, camps or trips run by LUNTA or the Lawn Tennis Association (LTA) Performance Team. This may include video footage and photos
- Images in video and/or photographic form for the purpose of supporting the development of our athletes, ascertaining national/international normative data, and for promotional purposes for LUNTA.

### **How will this information be stored?**

Information will be stored in a dedicated LUNTA database hosted by Loughborough University.

### **Who has access to athlete data at the University?**

- Loughborough University staff (access restricted by roles and responsibilities).
- We may report data to LTA or Loughborough Schools Foundation (LSF) in accordance with our contractual obligations to deliver the National Tennis Academy and to ensure duty of care, health and the ongoing wellbeing of athlete(s).

### **Who do we share athlete data with outside the University and why?**

Where appropriate and in the best interests of the athlete(s) we will share information with the LTA Performance Team, LTA Medical Team and LSF. This will include;

- Monitoring/tracking of development (personal development, academic and tennis/athletic development).
- To monitor/ensure the physical, psychological and holistic wellbeing of the athlete is a priority and LUNTA deliver the highest level of duty of care for the athlete(s) whilst under LUNTA's care. Including but not limited to the monitoring of load, to provide objective information to help the team plan and deliver the appropriate annual/weekly and daily programme according to the individual and their age and stage.
- To enable the LUNTA interdisciplinary team (IDT) to plan, deliver and evaluate the athlete's individual player development plan and provide a world class programme and provision to our athletes.
- To enable us to treat and support our National Tennis Academy athletes with the highest level of duty of care and medical provision, including private healthcare provider and/or NHS.

Athlete data will be shared with the transportation provider/taxi supplier for the purpose of co-ordinating the provision of a reliable transport service and notifying the passenger of specific journey information (including taxi despatch details, vehicle registration, make, colour and model of the vehicle as well as the taxi driver details). The information passed onto the transport provider/taxi supplier will include;

- Lead and secondary passenger name and contact number
- Pick up and destination addresses
- Date and time of pick up/drop off

This information will only be used for the purposes of booking, confirming and communicating journeys. This information will be stored securely for a maximum of 2 years.

Outside of the above, we will only share the data with express permission from the parent/guardian.

### **How long do we keep athlete information?**

Medical information:

In line with the governing body Health Care Professionals (HCP) & the Chartered Society of Physiotherapist (CSP) medical records form a legal record of treatment and therefore must be retained safely and securely in accordance with the General Data Protection Regulation 2018.

As per [CSP guidance for Private Practices](#), we will store records in accordance with NHS guidelines and as such dispose of medical records after the 25th birthday of the athlete (if they were under the age of 18 when treatment concluded); or after the 26th birthday (if they were under the age of 17 when treatment concluded).



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Other information:

LUNTA as part of Loughborough University, will process athlete data in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

This includes;

- Records of athlete and/or parent interactions with us such as telephone conversations, emails and other correspondence and instructions to us will be deleted within 2 years of departing the National Tennis Academy.
- Records of athlete attendance at any tournaments, events, camps or trips run by LUNTA or the LTA Performance Team will be deleted within 2 years of departing the National Tennis Academy.
- Images in video and/or photographic form for the purpose of supporting the development of the athletes, ascertaining national/international normative data, and for promotional purposes for LUNTA will be kept for the duration of the National Tennis Academy.

### **Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information that we hold about you. To make a request for your personal information, or be given access to your child's educational record, contact [dp@lboro.ac.uk](mailto:dp@lboro.ac.uk).

You also have the right to:

- Have your personal data rectified, if it is inaccurate or incomplete
- Request the deletion or removal of personal data where there is no compelling reason for its continued processing
- Restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- Object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

### **The lawful basis for processing personal data**

LUNTA will need to process personal data belonging to its students, in order to fulfil its legal rights, duties or obligations including those under a contract with its staff, or parents of students.

Other uses of personal data will be made in accordance with the legitimate interests of LUNTA, or the legitimate interests of another, such as the LTA; provided these are not outweighed by the impact on individuals.



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In addition, LUNTA will on occasion need to process special category personal health data in accordance with the rights or duties imposed on it by law, including safeguarding information, or from time to time by explicit consent where required.

#### **Who can I contact?**

If you have a general question about how the Loughborough University National Tennis Academy's related data is used, please do contact us. You can contact [national.academy@lboro.ac.uk](mailto:national.academy@lboro.ac.uk). Please also contact this email if you have a concern or complaint about how your data is being handled.

If you have any questions more generally regarding Data Protection at the University, then please do contact the Data Protection Officer on [dp@lboro.ac.uk](mailto:dp@lboro.ac.uk) or write to The Data Protection Officer at Academic Registry, Loughborough University, Loughborough, Leicestershire LE11 3TU.

You may find additional useful information and the answer to your query on our [Information Governance website](#).

#### **Complaints about Data Protection**

If you have taken steps to have a concern or complaint about the Loughborough University National Tennis Academy's handling of data resolved, but are still not satisfied you have a right to lodge a complaint with the [Information Commissioner's Office \(ICO\)](#), who are the relevant regulator for data privacy and protection matters. The ICO can be contacted at Wycliffe House, Water Lane, Wilmslow, SK9 5AF.



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