

A Guide to Accessing your Information

The Data Protection Act gives people rights to access personal information that organisations hold about them.

People have the right to know if we process (collect, store and use) their personal information.

What you can ask us to see

- What kinds of personal information we process
- How we use personal information
- Who we pass personal information on to, and in what circumstances
- People can also ask for a copy of the information records we hold about them, and for us to explain where we got our information from.
- Children also have a right to see their personal information.
- Parents can access the information on their child's behalf if they are too young or do not understand it.

What you cannot see

- You only have the right to see personal information we hold about you personally (or on your child's behalf) – no one can ask to see another person's information.
- If someone asks for a copy of their information record we need to check that they are the person the record is about.

How to request your information

To request a copy of the information records we hold about you, please write to team@highlysprungperformance.co.uk with the title **Data Access Request**
We have to respond to written requests within 40 days.

Mistakes or Removal of Information

If information we hold about you is incorrect, please let us know so that it can be corrected.

People can also ask in writing to be removed from our records, or to say how and when we can use the information we hold about them. Please send this to team@highlysprungperformance.co.uk