Privacy notice template for parents

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A privacy notice for the school to adapt and give to parents and carers when it starts using Squono for school sport. The parts in square brackets are for the school to fill in.

How to use this template

Copy the text below into the school's own notice or send it to parents as it is. Fill in the parts marked "[School to complete: ...]", and check it matches the school's main privacy notice and the lawful bases in the school's DPIA.

School sport on Squono: how we use your information

[School to complete: school name] uses Squono to organise school sport: fixtures, team selection, consent slips for away fixtures and trips, transport times, results and photos. This notice explains what that means for you and your child.

Who is responsible

- The school (or our trust, council or board) is the data controller for everything about school sport on Squono. We decide what is shared and who can see it.
- Squono, run by Wilgenry Software Limited, is our data processor. It stores and shows this information only on our instructions, under a data processing agreement, and never for its own purposes – no adverts, no selling data, no marketing to you using the information we provide, and no use of it to train AI.
- Your own Squono account – your login, security settings, notification settings, and any use you make of Squono for your child's clubs outside school – is Squono's responsibility, under its own privacy notice at squono.com/privacy.

Your child doesn't have an account

Pupils do not have Squono accounts and don't use it. Parents and carers, and school staff, are the users. Your child's name, year group, form and house come from the school's records.

What is shared on Squono

- Fixtures, practices and match details for your child's teams, including transport and return times.
- Availability: whether your child can play, which you tell us.
- Consent slips, where we need them, and your answers. Slips never ask for medical details – only whether anything has changed, so you can tell the school office.
- Emergency contact details, if a slip asks for them. These are deleted 7 days after the activity (or, if the slip has no date, 30 days after it closes).
- Results, at the level the school chooses. Results shown to the whole school community use first names and initials only; public results never name pupils.
- Photos, only in line with the photo consent the school holds for your child. Pupils marked "do not photograph" are flagged to staff. Location data is removed from photos.

Our lawful basis

We use this information to organise school sport as part of [School to complete: lawful basis, for example "our public task"]. For photos we rely on the consent or choices recorded in our photo consent records.

Where it is kept, and for how long

Squono stores the information in the UK (London). If you allow notifications in the Squono app, notifications to your phone go through Google and Apple. How long each kind of information is kept is set out in Squono's retention schedule for schools (squono.com/schools/trust/retention); for example, consent slip answers are normally deleted after the end of the academic year plus one term.

Your rights

You have the right to ask for a copy of the information we hold, to have it corrected, and in some cases to have it deleted, to restrict how it is used or to object. Please contact the school first – Squono will help us respond.

If you are unhappy with how we have used your information, please tell us. You can also complain to the Information Commissioner's Office (0303 123 1113, https://ico.org.uk/make-a-complaint/data-protection-complaints/). In Ireland, the regulator is the Data Protection Commission.

Contact

- Our data protection officer: [School to complete: DPO name and contact details].
- Our main privacy notice: [School to complete: link to the school's privacy notice].