

# Data Retention Guidelines (External)

## Summus Sports Group

The KC Academy is run by Summus Sports Group, Kadeena Cox's management company as such all data is retained and managed by Summus Sports Group.

### How long do we retain your data?

We retain personal information that we collect where we have an ongoing, legitimate, business need to do so. We WILL NOT keep your personal data for longer than we need it.

When we have no ongoing legitimate business need to process your personal information, we will delete it.

### Summary of how we use your data

- We will keep your data stored on a shared drive which only Summus Sports Group employees can access
- Should any of our partners require access to your personal details, we will contact you to get your consent, we will not share your data with anyone else without first getting your consent
- We will keep your data on file for 13 months and will only use it to contact you regarding this opportunity or any future opportunities for the KJT Academy and/or related partners
- After the 13 months has passed, we will erase your data from our system

### What rights do I have?

- You have the right to ask us for a copy of your data; to correct, delete or restrict processing of your details
- Wherever we require your consent, you will have the right to withdraw this consent at any time

### Who can I contact with any data retention concerns?

Should you have any questions regarding our data retention policy please contact us via: [info@summussports.com](mailto:info@summussports.com)

### Review

The Data Retention guidelines will be reviewed annually or if legislation changes and/or Summus Sports Group's Data Privacy Notice is amended.

Date: 16<sup>th</sup> February 2022

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