

**Airies Gymnastics Club Ltd**

www.airiesgymnastics.co.uk

airiesgymnastics@gmail.com

Saskia Leigh – Head Coach | Company Director

07415-758-680



## **Privacy Notice**

We, Airies Gymnastics Club, are the Data Controller and are committed to complying with legal responsibilities under data protection laws. We take your privacy seriously and will ensure your personal information is kept secure.

When we collect, use, share, retain or do anything else with your personal information (known collectively as 'processing'). We are regulated under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, and are responsible as a 'Data Controller' of your information.

This notice applies to you if you are:

- An existing or prospective member of our club;
- A person with parental responsibility for a member

### **About us**

Airies Gymnastics Club Ltd is registered with British Gymnastics who governs the sport, provides insurance for clubs and individual members and offers competitions and events. It is a condition of British Gymnastics club registration that all our club members also register as individual members of British Gymnastics.

### **Information we collect about you**

The categories of personal information we process includes:

- Contact details – name, address, date of birth, email address and phone number
- Payment details – bank account number, sort code and card details
- Any relevant medical conditions and/or disabilities and additional related information
- Other relevant individual needs for example, information about learning
- Any individual risk assessments (gymnasts and others if applicable)
- Details of any reasonable adjustments or steps taken to support your individual needs
- British Gymnastics membership details (which are confirmed by British Gymnastics when you join or renew)
- Gymnast attendance
- Any communications from, to or relating to you
- Details relating to standards of conduct

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- Any accident or incident reports including details of injuries

**Our purposes for processing information about you**

We use the information we hold about you for a variety of purposes which are outlined below. Data protection law requires us to tell you what our legal reason is for each purpose.

**Contractual purposes**

When you ask us to provide you a service, such as club registration, gymnastics classes, trips or other activities, or you buy a product from us, we usually need to use information about you to provide this product or service, for example:

- To confirm that you have signed up for the service and to inform you of arrangements relating to that service;
- To notify you about changes to terms and conditions;
- To tell you when it is time to renew membership or re-register for activities
- To process payments
- To provide you with the benefits and services to which you have subscribed.

**Legal obligations**

We have a duty of care to ensure it is safe for you or your child to take part in gymnastics activity and to keep you/them safe while participating. Some individuals may be at risk of harm from participating in gymnastics activity as a result of a pre-existing condition. It is vital that you let us know if there is any reason why taking part in gymnastic activity may be unsafe prior to participation.

With your agreement, we will review any information you provide and undertake risk assessments in consultation with yourself and any appropriate trained professionals e.g. medical consultants. When we ask participants to provide relevant health information such as details of medical conditions, medication needs, allergies or injuries, this is because we have a legal obligation.

When we retain information about you, even after you are no longer taking part in gymnastics activity, this is often because we are required to do so by law such as records we are required to keep for business and accounting purposes. Sometimes we are also legally obliged to share information about you with third parties. More information is provided below.

**Legitimate interests**

We rely on legitimate interests for the following purposes:

- **Responding to communications, concerns or complaints and seeking feedback from you about our services.**

We will use the information you provide to respond to any comments or questions you raise and where appropriate to undertake investigations into any complaints or concerns.

- **Maintaining attendance registers and waiting lists;**

For health and safety purposes and club records, we need to maintain a register of those in attendance at training or other club activities. If there are no places in the club, we can place you on our waiting list and will contact you using the details you provide to inform you when a place is available.

- **Collecting additional information to support a participant attending a club trip;**

Occasionally we organise trips for coach courses. If you or your child registers for one of these events, we will need to collect additional information that may vary depending on the specific activities and whether they involve meals and travel. Additional information we require may include passport information and any other relevant information necessary to provide support whilst away from home.

- **To monitor that employees have completed any required safeguarding training and criminal record checks**

- **Filming/photography of participants**

On occasion, we may film and/or photograph participants during a gymnastics session for coaching purposes and/or to upload on the club official social media platforms and website, as permitted by parents/guardians upon signing up to the club. Videos and photos taken at the club will not be used for any other purpose without prior consent.

With your consent, we may take photos during training or at club events to promote the club on our website, club social media account and in communications. All film and photos of children will be published in line with our safeguarding policy. Upon enrolling online, you will be asked if you give consent or not for Airies Gymnastics Club to use video/photographs of your child for the purpose of promoting the club.

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We may use photography for the purposes of promotion, education and development of the club/sport e.g. to publicise events, in newspaper articles, magazines and other media such as websites, social media, information leaflets and newsletters.

When you have given us your consent for your personal information to be used for a particular purpose, you have the right to withdraw this consent at any time, which you may do by contacting us. Your withdrawal of consent will not affect any use of the data that was made before you withdrew your consent.

Video footage that has only been taken for coaching purposes will be retained only for as long as it is required for that purpose and in most cases will be deleted within one month.

Photographs and other video footage captured for promotional purposes will be retained for up to 4 years old. After this time, they will be deleted unless we consider them to be of public interest and should consequently be archived for historical purposes. Where images have been published on social media, these platform providers may continue to process your data after the retention period has lapsed.

**Direct Marketing**

With your consent, we will send you information about our activities, services and products that we think might be of interest to you based on your child's age and experience. We will send you this information by email. You can ask us to stop sending you this information via email at any point by responding with the word 'STOP' and we will comply immediately with your request.

**When other people need information about you**

We may be required to share information with bodies such as Her Majesty's Revenue & Customs (HMRC), Health & Safety Executive (HSE), Police and Information Commissioner's Office (ICO). We may also share information with other organisations to safeguard children. Any information that is shared will be strictly limited to what is required to ensure children are protected from harm and will be carried out in accordance with the law and relevant government guidance.

Except for the above, we will only share your information with any other third parties with your prior agreement.

**Transfers of data out of the Economic Area (EEA)**

We will not transfer or store your personal data outside the UK or the European Economic Area (EEA).

### **Your rights in respect of your personal information**

You have important rights under data protection law. In summary, these include:

- **To be informed about how your information is processed** (set out in this privacy notice)
- **To access any personal data held about you**

You have the right to access the personal information we hold about you. You can log in to 'My Account' on British Gymnastics at any time to view/amend/delete the information held about you that has been collected by the British Gymnastics system. You can also request a copy of any other information we hold by contacting us.

- **To have your data rectified if it is inaccurate**

If you think that any of the information we hold is inaccurate, you can ask that corrections are made. We will either make the requested amendments or provide an explanation as to why we are not making changes.

- **To have your data deleted (except if there is a valid lawful reason to retain it)**

You have a right to request the deletion of your information in advance of the above retention periods. We will delete this information unless there is a lawful reason for the information to be retained. If you do not renew your membership or cease to have a relationship with the club, we will delete any information you provided within [two years] except for any financial/accounting records which need to be retained for six years in line with UK tax law. Additional information that has been provided solely for the purpose of participating in a specific activity will be deleted after the event.

- **To have your information restricted or blocked from processing**

If you object to processing, we will restrict the processing of your information for the purpose to which you are objecting whilst we review your objection.

- **To portability**

If you wish to move to another club, you can transfer your information to another club registration by logging into 'My Account' on the British Gymnastics system.

- **To object to any processing based on legitimate interests**

The right to object is specific to the data subject's particular situation. We will stop processing your personal data unless we can demonstrate compelling legitimate grounds for the processing, which override your individual interests, rights and freedoms or we need to continue to process your information in connection with a legal claim.

- **Your personal information being used for direct marketing activities**

You can object to our direct marketing activities - this is described above in the marketing section of this notice.

While we hope to be able to resolve any concerns you have about the way that we are processing your personal data, you have the right to lodge a complaint with the Information Commissioner's Office (ICO) if you believe your data has been processed in a way that does not comply with the GDPR or have any wider concerns about our compliance with data protection law. You can do so by calling the ICO helpline on 0303 123 1113 or via their website.

### **Keeping your personal information secure**

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine reason to need to know it. Those processing your information will do so only in an authorised manner and when there is a genuine need to do so.

### **How long we keep information about you**

We will retain your personal data as long as is necessary to provide the services to which you have subscribed, or where we have another legitimate and lawful reason to do so. In addition to the retention periods highlighted in relevant areas of this notice, we may need to retain some information to comply with our legal obligations such as financial/accounting records which need to be retained for six years from the end of the relevant tax year.

As the reason for retaining certain types of information varies, retention periods can vary significantly.

### **Changes to the privacy notice**

We keep our privacy notice under regular review. This privacy notice was published on 25/05/18 and last updated on 18/09/2024.