

## Stortford Gymnastics Privacy Notice for our Members (Updated Sept 2020)



At Stortford Gymnastics we take your privacy seriously and will ensure your personal information is kept secure. We provide gymnastics activities and are registered with UK Gymnastics who provide us insurance and offer competitions and events in which we may participate.

### **Details of information we will hold about you**

The list below identifies the data that we will hold about you:

- ✓ Personal contact details such as parent and child's name, telephone numbers and email addresses
- ✓ Postal Address
- ✓ Child's date of birth
- ✓ Child's gender
- ✓ Medical/health information

### **Method of Collection and Updating of Personal Information**

Your personal information is obtained upon registering with us on our website and can be updated on an ongoing basis at [www.loveadmin.com](http://www.loveadmin.com) using the email address that you signed up.

Further information may be collected directly from you when your child attends their first lesson if your child has any relevant medical condition. This information is stored in a paper copy in the gym for reference by coaches.

### **How we use information about you**

We need information about you or your child for the following reasons:

- To fulfil our agreement with you.
  - To provide the gymnastics activity you have requested and to communicate with you about this activity, keep you aware of any changes to our terms and conditions and to process payments.
- To protect your child, to meet the legitimate aims of the club and ensure your child is well supported and safe whilst participating in gymnastics.
  - Medical information - Some individuals may have a medical condition that may cause a risk when participating in gymnastics. It is vital that you share any relevant medical information with us. We will ask for your agreement to undertake any appropriate assessments.
  - Inclusion - Identifying any reasonable adjustments and adaptations to support inclusion. If you or your child has a disability or any special needs, we will review the information you have provided to help us identify any actions we can take to support inclusion. We may need to ask you for more information to help us in this process.
  - Incidents - to be able to respond to any questions or complaints.
  - Emergencies - To maintain class attendance records and contact details for emergencies.

- Photography and filming - For coaching purposes and/or to update our website, social media and in communications. All film and photos of children will only be published in line with our safeguarding policy.

You have the right to object to any of the above uses of your information by contacting us. Please note that this may mean that we are unable to fulfil our agreement with you as a result.

- For Legal reasons  
To comply with applicable laws and protect legitimate club interests and legal rights. This includes, but is not limited to, the use of your information relating to legal claims and compliance and regulatory activity.
- Communication  
With your consent, we may send you information by email, SMS or via social media about club news, activities, products and opportunities that we think will be of interest to you. You can ask us to stop sending you this information by emailing us at any time.

### **Sharing your information**

We will not share your information with any other organisations. The only exceptions are:

- with our Insurer with your consent
- in exceptional/emergency circumstances where we believe that the sharing of information about you is vital for you or your child's safety

If your child is entered into an external competition, we will, with your agreement, share the information required to enter the event, usually name, DOB and gender. Most competitions are large events and there are likely to be photographers and people filming.

### **Data Security**

As part of our commitment to protecting the privacy of any data we process, we have put measures in place to store your data securely. All devices are password protected, and all devices are locked or shutdown when not in use.

### **Individual rights**

You have the right to see the personal information we hold about you. You can email us and we will arrange a time for you to visit the club to view/amend/delete this information. You can also request us to send you a copy by email. If you ask us to amend information we will either make the requested changes or provide an explanation as to why we are not able to.

We will retain your data for no longer than is necessary, based on the purpose for which it is collected.

After this period, the information you have provided will be deleted, except where there is a legitimate and lawful reason to continue to hold your data. In the absence of such a reason, your data will be deleted after 12 months, unless you re-join the club within that period.

**Should you have any questions regarding this statement please contact Janine Peart at [enquiries@stortfordgymnastics.com](mailto:enquiries@stortfordgymnastics.com) or 07808 808815**