

Norwich Gymnastics Club

Heartsease Recreation Ground, Sale Road, Norwich NR7 9TT

Registered Charity Number 288213

Telephone: 01603 502976 Email: norwichgymnasticsclub@virginmedia.com

PRIVACY POLICY

Norwich Gymnastics Club is data controller and is committed to complying with our legal responsibilities under data protection law. 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 are responsible as '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;
- An existing or prospective club volunteer or official.

This policy contains key information about how we use your personal data and your associated rights.

We provide gymnastics activities and are 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. We also affiliate to the Norfolk Gymnastics Association (NGA) and Eastern Counties Gymnastics (ECGA) who run competitions and events in which we may participate

The personal information we process includes:

- Contact details (gymnast or parent and emergency contacts)
- Gymnast date of birth*
- Gymnast gender
- Any relevant medical conditions and/or disabilities and related information
- Information about learning, religious or other support needs.
- Risk assessments (gymnasts and others if applicable)
- British Gymnastics membership details which are confirmed by British Gymnastics when you join or renew
- Details of any reasonable adjustments or steps taken to support your individual needs
- Gymnast attendance and achievement records
- Any communications from, to or relating to you
- Details relating to standards of conduct
- Any accident or incident reports including details of injuries

- Bank details If you are making regular payments to us or we are making payments to you e.g. for volunteer expenses
- Experience, qualifications, training and confirmation that you have completed a criminal record check, if you are a prospective or existing volunteer

We need to process information about you and your child for the following reasons:

Contractual Purposes

To provide the gymnastics activity you have requested, communicate with you about this activity, changes to our terms and conditions and to process payments.

How we use your information

To meet the legitimate aims of NGC and to ensure your child is well supported and safe whilst participating in gymnastics or associated activities.

This includes:

- Carrying out any relevant risk assessments: Some individuals may present with a medical condition that may be a risk if participating in gymnastics it is vital to share any relevant medical information. Where this is the case we will ask for your agreement to undertake any appropriate assessments.
- 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 action we can take to support inclusion. We may need to ask you for more information to help us in this process.
- Responding to any comments, questions or complaints you may send us
- Maintaining Class attendance and progress records and contact details for emergency purposes
- Filming and taking photos for coaching purposes and/or to promote the club on our website, club, social media account and in communications. All film and photos of children will only be published in line with our safeguarding policy.
- Entering you into a competition and providing results If you wish to take part in a competition, your information will be used to register you with the event organisers and your score will be recorded.

You have the right to object to any of the above uses of information by contacting us. Please note that in some cases this may affect our ability to carry out the things we need to do for you and for your child to take part in gymnastics activities.

Legal Reasons

To comply with applicable laws and to protect legitimate club interests. This includes but is not limited to the use of your information relating to legal claims and compliance and regulatory activity.

Marketing

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 at any point by contacting us. We will not share your information with any other organization, except with your consent or in exceptional/emergency circumstances where we believe that the sharing of information about you or your child is vital to protect you, your child or another person. Membership of the NGC is dependent on your membership of British Gymnastics and NGC will share relevant information about your membership or competition entries with British Gymnastics.

Individual Rights

You have the right to see the personal information we keep about you, such requests are called **subject access requests**. If you would like to make a subject access request please contact Norwich Gymnastics Club at norwichgymnasticsclub@virginmedia.com To see the information you will need to provide the Club with two forms of identification e.g. driving licence, utility bill, or passport. If we hold information about you, you can ask to delete it or correct inaccuracies. We will either make the requested amendments or provide an explanation as to why we are not making changes.

Data Retention

If you leave the club, NGC will archive your information for 60 days. During this period, you can request the club to retain your details for future activities and events information updates. After this period, the information will be deleted except where there is a legitimate and lawful reason to continue to hold your data. In the absence of a legitimate and lawful reason to retain any other information we hold about you, this will be deleted after 12 months unless you re-join the club within that period. 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.

Changes to our Privacy Policy

We regularly review our Privacy Policy and updates will appear on this page when necessary. This Privacy Policy was last updated in April 2018