

Abbey Gym Club

Privacy Notice

At Abbey Gym Club we take your privacy seriously and will ensure your personal information is kept secure. We provide gymnastics activities and are registered with English Gymnastics and British Gymnastics (BG) who govern the sport and the Buckinghamshire Gymnastics Association who offer competitions and events in which we may participate.

How we use information about you

We need to process information about you or 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.

- Legitimate interests

To meet the legitimate aims of the club and ensure your child is well supported and safe whilst participating in gymnastics. This includes:

Carrying out any relevant risk assessments:

Some individuals may present with a medical condition that may be at risk of harm from participating in gymnastics. It is vital that you share any relevant medical information. 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 actions 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, compliments or complaints you may send us.

Maintaining class attendance 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, and no child will be identified without the express prior permission of their parent/guardian.

You have the right to object to any of the above uses of your 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 to take part in gymnastics.

- 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.

- **Marketing**

With your consent, we may send you information by email about club news. We will not send you information from other organisations. You can ask us to stop sending you this information.

Why we share your information

We will not share your information with any other organisations except with your consent or in exceptional/emergency circumstances where we believe that the sharing of information about you is vital to protect you, your child or another person.

If you/your child wants to enter a competition provided by an external organisation, we will, with your agreement, share the information required to enter the event, usually name, date of birth, gender and competition level. Most competitions are large events and there are likely to be photographers and people filming.

Individual rights

You have the right to see the personal information we hold about you. You can log in to BG 'My Account' at any time to view/amend/delete the information BG hold about you on their system. You can also request a copy of any other information the Club holds by writing to us at our registered address: Haresway, Nags Head Lane, Great Missenden, Buckinghamshire, HP16 0HD.

If we do hold information about you, you can ask us to delete it or correct any inaccuracies. We will either make the requested amendments or provide an explanation as to why we are not making changes.

When you leave the club, you can amend your club registration by logging into the BG 'My Account' section. If you do this, the information you have provided to BG will be archived by them for 60 days. During this period, you can transfer your information to another club. After this period, the information you have provided will be deleted by BG, except where there is a legitimate and lawful reason to continue to hold your data.

On receiving notice that you wish to leave the Club, we will archive any data we hold about you and your child. and this will be deleted when they reach the age of 21, or if 18 or older when leaving the Club, three years after leaving the Club. This data is retained for Insurance/Legal reasons.

Changes to the privacy notice

We keep our privacy notices under regular review.

This privacy notice was last updated on 01/05/2018.