

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 British Gymnastics who govern the sport 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
- ✓ Child's date of birth
- ✓ Child's gender
- ✓ Child's start date
- ✓ Medical/health information

### **Method of Collection of Personal Information**

Your personal information is obtained via our online enquiries form at [www.stortfordgymnastics.com/register](http://www.stortfordgymnastics.com/register). Further information will be collected directly from you when your child attends their first lesson. This will include more details around any relevant medical condition and any previous awards that they attained.

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

We need to process 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. This includes:
    - 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.
    - To be able to respond to any comments, questions or complaints you may send us.
    - Emergency - Maintaining class attendance records and contact details for emergency purposes.
    - Photography and filming - For coaching purposes and/or to update 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.

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 except with your consent or 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.

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

We keep our privacy notices under regular review. This privacy notice was last updated on 24 April 2018.

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