

## **BULMERSHE GYMNASTICS CLUB**

# **PRIVACY POLICY**

Bulmershe Gymnastics Club provides gymnastics training and activities to children and adults of all abilities and is registered with British Gymnastics, who govern the sport and offer competitions and events in which we may participate. This privacy policy explains how we use any personal information about you or your child. We take your privacy seriously and have robust systems in place to protect your personal information. Your privacy is also protected by law.

### **How the law protects you**

Data Protection law says that we are allowed to use personal information only if we have a proper reason to do so. This includes sharing it outside Bulmershe Gymnastics Club. The law says we must have one or more of these reasons:

- To fulfil a contract we have with you, or
- When it is our legal duty, or
- When it is in our legitimate interest, or
- When you consent to it.

A legitimate interest is when we have a business reason to use your information. For example, to keep our records up to date, to improve the service we offer to you and to efficiently manage our legal, regulatory or contractual duties.

### **What information do we collect about you?**

We collect information about you/your child when you register with us for gymnastics classes. We also collect information if you voluntarily complete customer surveys, provide us with feedback or when you/your child take part in competitions.

### **We use information about you**

- to provide you with the gymnastics activity you have requested, to communicate with you about it and to process payments.
- to ensure that your child is well supported and safe whilst participating in gymnastics. This includes:

Identifying any reasonable adjustments and adaptations to support your participation if you or your child has a medical condition, disability or special needs. This is why we ask that you share any relevant medical information with us.

Responding to any comments, questions or complaints you may make to us.

Maintaining class attendance records and contact details for emergency purposes.

With your consent, occasionally filming and taking photographs of you/your child for coaching purposes and/or to promote the club on our website, club social media account and in communications. All film and photographs of children will be published in line with our Safeguarding policy.

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You have the right to object to any of these 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 or your child to take part in gymnastics.

- With your consent we may send you information by email or via social media about club news, activities 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 emailing us or, if applicable, by following the instructions in the relevant communication.

### **Why we may share your information**

We will only share your information with other organisations with your consent or in exceptional or emergency circumstances where we believe that the sharing of information about you is vital to protect you, your child or another person.

If you or your child wishes to enter a competition provided by another organisation, we will, with your agreement, share the information required to enter the event (usually name, date of birth and gender).

### **Your Rights**

You have the right to see the personal information we hold about you. To make sure your information is accurate and up to date you can log into your account on our membership database at any time to view or amend the information we hold there. If you would like a copy of some or all of your personal information please email [admin@bulmershegymnastics.co.uk](mailto:admin@bulmershegymnastics.co.uk) or write to us at the address below. We may make a small charge for this service. You can also ask us to remove information we hold about you and to correct any inaccuracies.

If you leave the club, your information will be deleted within one year, unless we are obliged to keep it longer than this for legal reasons. On leaving you can ask us to transfer your information to another organisation if you wish.

### **Changes to the privacy policy**

We keep our privacy policy under regular review. Updates will be posted on our notice boards, website and membership database. This privacy policy was last updated in March 2018.

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