



Calverton Gymnastics Club

Privacy Policy

Calverton Gymnastics Club

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About the Privacy Policy

At Calverton Gymnastics Club 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.

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 a 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, 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.

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, SMS or via social media, 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 emailing us. You can do this by opting out on your LoveAdmin account.

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 want(s) to enter an event (competition/festival) provided by an external organisation, we will, with your agreement, share the information required to enter the event, usually name, DOB, and gender although



in most cases we may ask for updated consent. Most competitions/festivals are large events (100+ people) 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 '[My Account](#)' any time to view/amend/delete the information we hold about you on this system. This is the account you set up to register for classes. You can also request a copy of any other information we hold by writing to us. If we do hold other 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. If you leave the club, you can amend your club registration by logging into '[My Account](#)'.

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 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. When leaving Calverton Gymnastics Club please notify the Club via email (info@calvertongymnastics.co.uk) and we will delete all personal records (with the exception of any payments made for accounting purposes) kept by Calverton Gymnastics Club on Pysubsonline who hold data as our third party. Members should log into their accounts and cancel their direct debit payments should they wish to leave the club. Please contact Gocardless, who hold data as our third party directly if you wish them to remove your data from their Gocardless system. This can be done by sending an email to; help@gocardless.com

Security

We are committed at Calverton Gymnastics Club that your information is secure. To prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and management procedures to safeguard and secure the information we collect online. Only paid employees, contractor coaches and Directors of Calverton have access to personal records kept on site. All records are kept in a locked cabinet and no details are taken home by staff. Registration By registering as a member of Calverton Gymnastics Club through our third-party system paysubsonline and paying for your classes via direct debit, you are agreeing to allow Calverton Gymnastics Club to contact you when necessary for operations and marketing purposes. You may cancel your membership and registration anytime by following the process in our fees policy.



Monitoring

The policy will be reviewed a year after development and every three years thereafter, or in the following circumstances:

- Changes in legislation and/or Government guidance
- Country Sports Councils and British Gymnastics
- As a result of any other significant change or even

Where appropriate, some of the characteristics of this policy may be amended to suit the above four criteria, due to the severity/nature, although these will be temporary, and the original Policy will resume ASAP. Where any incident seems to be prolonged longer than a year, then a new Policy will be put into place and therefore reviewed annually until a more settled time appears.

Reviews

Completed review date:	Reviewed by: (name and position)	Signed off by: (name and position)	Next review date (estimate):
May 2018	Miro – Club Manager	Mila – Club Manager	Summer 2021
August 2020	Jack – Coach	Miro – Club Manager	Summer 2021
October 2020	Miro – Club Manager	Mila – Club Manager	Summer 2021