

PRIVACY NOTICE

Greenhead Gymnastics Club

Greenhead Gymnastics Club is committed to protecting the privacy and security of our workers gymnasts' and their parents/legal guardians personal data. This Privacy notice is effective from 25th May 2018.

This privacy notice details how we collect and use personal information about current and former workers, gymnasts during and after their membership of the club and you as their parent or legal guardian, in accordance with the General Data Protection Regulations (GDPR).

Greenhead Gymnastics Club is a "data controller" and is responsible for deciding how we hold and use personal information about gymnasts and for communicating that with you, the gymnast's parent/legal guardian.

Data protection principles

We will comply with data protection law. This says that the personal information we hold about our workers, gymnasts and you, their parents / legal guardians, must be:

1. Used lawfully, fairly and in a transparent way;
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes;
3. Relevant to the purposes we have told you about and limited only to those purposes;
4. Accurate and kept up to date;
5. Kept only as long as necessary for the purposes we have told you about; and
6. Kept securely.

Personal data

Under the GDPR "personal data" means any information from which an individual can be identified. It does not include anonymous data. There are also "special categories" of more sensitive personal data which require a higher level of protection.

(i) Workers – we will collect, store and use the following categories of personal information about workers

- Personal contact details such as name and addresses
- Date of birth
- Next of kin and emergency contact information
- Information to help us to process any payment to the worker including working hours, qualifications, DBS checks, references.

- Photographs of coaches for our notice boards and websites (where explicit consent has been given for their use)

(ii) Gymnasts - We will collect, store, and use the following categories of personal information about gymnasts

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- Personal contact details such as name and addresses
- Date of birth
- Next of kin and emergency contact information
- Photographs of gymnasts (where explicit consent by or on behalf of the gymnast(s) has been given for their use)

We may also collect, store and use the following "special categories" of more sensitive personal information about gymnasts, where this is disclosed to us for the gymnasts welfare and/or training purposes including information about the gymnast's health, including any medical condition, medication and / or previous injuries.

(iii) Parents/legal guardians of gymnasts

We will collect, store, and use the following categories of personal information about our gymnasts' parents/guardians:

Personal contact details such as name, addresses, telephone numbers and personal email addresses. This information is collected solely for the purpose of communicating with you, and will not be shared with any third parties outside Greenhead Gymnastics club.

How do we collect your personal data?

We collect personal information about workers, gymnasts and their parents and/or guardians through the registration process and through responses to periodic requests for updates to such information, and additional voluntary disclosure.

How we use your personal data

We will only use personal information in the following circumstances:

1. Where we need to comply with the law or with British Gymnastics' or the club's rules and regulations, including any insurance related requirements
2. Where it is necessary to enable the gymnast's participation in any event or competition
3. Where it is necessary to inform an appropriate training pathway for the gymnast
4. Where it is necessary in connection with the welfare of the gymnast

If you fail to provide personal information

If you fail to provide certain information when requested, the gymnast's membership with the club may be withheld

or the gymnast may no longer be permitted to retain their membership of the club ,

or the gymnast may not be entered into, or participate in a competition.

Change of purpose

We will only use workers, gymnasts and parent/guardian's personal Data for the purposes which we collected it for, unless we reasonably need to use it for another reason and that reason is compatible with the original purpose.

If we need to use personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

Data sharing

We may have to share personal data with third parties, including British Gymnastics and other third party service providers, such as Gyndata, who organise competitions.

We require any such third parties to respect the confidentiality and security of such data and to treat it in accordance with our instructions and the law.

We will only share personal data with third parties where it is necessary to comply with our responsibilities and obligations (for example, to British Gymnastics), for the gymnasts' participation in a competition (for example, Gyndata) or where we have another legitimate interest in doing so.

Data security

We have put in place appropriate security measures to prevent Personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to such personal information to those individuals within the club who have a need to know. The coaches and welfare officers will only process personal information on the instruction of the Head Coach/Manager and they are subject to a duty of confidentiality.

Data retention

How long will you use my information for?

We will only use personal information for as long as necessary for the purposes we collected it for.

When a worker gymnast leaves the club their, and their parent/guardian's, personal information will be destroyed within 3 months of their leaving, unless there is a legal reason to keep the file for longer, eg an outstanding claim against the club.

Rights of access, correction, erasure and restriction

It is important that the personal information we hold about workers, gymnasts and their parents / guardians is accurate and current. It is your duty to inform us of any changes to personal information during your membership of the club.

Your rights regarding personal information

Under certain circumstances, by law you have the right to:

(i) Request access

-this enables you to receive a copy of the personal information we hold about you and/or a gymnast for whom you have legal responsibility to check that we are lawfully processing it.

(ii) Request correction

-this enables you to have any incomplete or inaccurate information we hold about you and/or a gymnast for whom you have legal responsibility, corrected.

(iii) Request erasure

-this enables you to ask us to delete or remove your personal information or the personal information of a gymnast for whom you have legal responsibility, where there is no good reason for us continuing to process it.

(iv) Object to processing

-this enables you to object to us processing your personal information or the personal information of a gymnast for whom you have legal responsibility, where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.

(v) Request the restriction of processing

-this enables you to ask us to suspend the processing of personal information about you and/or a gymnast for whom you have legal responsibility, for example if you want us to establish its accuracy or the reason for processing it.

(vi) Request the transfer of your personal information or the personal information of a gymnast for whom you have legal responsibility,

to another party.

If you want to review, verify, object, correct, request erasure or transfer of your personal information, of the personal information of a gymnast for whom you have legal responsibility, please contact The Club Director Christine Bowker, in writing.

(vii) Right to withdraw consent

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information, or that of a gymnast for whom you have legal responsibility, you have the right to withdraw your consent for that specific processing at any time.

To withdraw your consent, please contact The Club Director Christine Bowker, in writing

Once we have received notification that you have withdrawn your consent, we will no longer process your information, or that of any gymnast for whom you have legal responsibility, for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

Changes to this privacy notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of gymnasts' and/or your personal information.

If you have any questions about this privacy notice, please contact
The Club Director Christine Bowker
Telephone 01484 420262