

Revision History

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Approvals

This document requires the following approvals

Name	Position
Jessica Garrett	Head Coach
Aiden Davison	Data Protection Manager

JESTERS GYMNASTICS CLUB DATA PRIVACY POLICY v1 May 2018

1. About this Policy

1.1 This policy explains when and why we collect personal information about our members and Coaches, how we use it and how we keep it secure and your rights in relation to it.

1.2 We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.

1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website or our Club noticeboard regularly for any amendments (but amendments will not be made retrospectively).

1.4 We will always comply with the General Data Protection Regulation (**GDPR**) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, we will be the "controller" of all personal data we hold about you.

2. Who are we?

2.1 We are Jesters Gymnastics Club.

We can be contacted in writing at-
4 Raven Close, Ackton, Pontefract, WF7 6JA,
Phone; 01977 795945, or
Email jestersgymclub@aol.com.

3. What information we collect and why. Type of information	Purposes	Legal basis of processing
Member's name, Parent(s) Legal guardian name, address, telephone numbers, e-mail address(es).	Managing the Member's membership of the Club. Managing the duty roster.	Performing the Club's contract with the Member. For the purposes of our legitimate interests in operating the Club.
Emergency contact details	Contacting Parent(s)/Legal Guardian in the event of emergency.	Protecting the Member's vital interests.
Necessary medical information	Medication prescribed, should the need arise to disclose in an emergency. Other medical issues that may affect or need to be taken into consideration in a physical environment	The processing is necessary for medical information purposes, and is undertaken by a trained professional or by someone who is subject to an equivalent duty of confidentiality. The processing is necessary to protect the vital interests of the individual
Date of birth / age related information	Managing membership categories which are age related	Performing the Club's contract with the Member.

Gender	Provision of adequate facilities for members.	For the purposes of our legitimate interests in making sure that we can provide sufficient and suitable facilities (including changing facilities and toilets) for each gender.
Reporting information to British Gymnastics.		For the purposes of the legitimate interests of BG to maintain diversity data.
The Member's name & BG membership number	Managing competition entries and competition results. Sharing competition results with other clubs, associations, and BG, and providing competition results to local and national media.	For the purposes of our legitimate interests in holding competitions for the benefit of members of the Club. For the purposes of our legitimate interests in promoting the Club. For the purposes of our legitimate interests in operating the Club
Photos and videos of members	Putting on the Club's website and social media pages and using in press releases.	Consent. We will seek the Member's consent on their membership application form and each membership renewal form and the Member may withdraw their consent at any time by contacting us by e-mail or letter.
The Member's name and e-mail address	Creating and managing the Club's online Membership Directory, waiting lists and payment schedules	Consent. We will seek the Member's consent on their membership application form and each membership renewal form. The Member may withdraw their consent at any time by contacting us by e-mail or letter to tell us that they no longer wish their details to appear in the Membership Directory.
Bank account details of the member or other person making payment to the Club	Managing the Member's membership of the Club, the provision of services and events.	Performing the Club's contract with the Member.
Coaches name, address, email addresses, phone numbers and relevant qualifications and/or experience.	Managing instruction at the club.	For the purposes of our legitimate interests in ensuring that we can contact those offering coaching and provide details of coaches to members.

6. How do we keep your information secure?

6.1 We will hold your personal data on our systems in a secure and where necessary, encrypted manner with password strength and security standards applied.

6.2 Where paper based records are required such as class registers, these will contain member name only and when not in use, all documents will be filed in a secure locked cabinet with restricted access.

7. How long do we keep your information?

7.1 We will hold your personal data on our systems for as long as you are a member of the Club and for as long afterwards as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment exercise or defence of legal claims.

7.2 We securely destroy all confidential and/or financial information once we have used it and no longer need it.

8. Your rights

8.1 You have rights under the GDPR:

- (a) to access your personal data
- (b) to be provided with information about how your personal data is processed
- (c) to have your personal data corrected
- (d) to have your personal data erased in certain circumstances
- (e) to object to or restrict how your personal data is processed
- (f) to have your personal data transferred to yourself or to another business in certain circumstances.

8.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>
0303 123 1113.
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing practices to our Data Protection Manager – Aiden Davison

Jestersgymclub@aol.com