



General Data Protection Rules and Policies

We affiliate to British Gymnastics (BG) who governs the sport and offers competitions and events in which our club members may participate.

British Gymnastics provides information with us as required for the sport to operate. This is necessary as individuals who participate in our events usually need to hold British Gymnastics membership. We also need to confirm with British Gymnastics that those individuals who are signed up for one of our activities meet the required criteria for participation such as age and qualification and any mandatory safeguarding requirements and to share any information with British Gymnastics in line with the regulatory requirements to which we are subject as an affiliated association of British Gymnastics.

How We Use Personal Information

We collect personal information about the members who are affiliated to our clubs including coaches, gymnasts (and sometime people with parental responsibility for the gymnasts) and officials, volunteers and people who provide services on our behalf.

- To conduct club related business and manage Club, County and Regional affiliation informing our members about our club events and activities.
- To support learning and development of those involved in gymnastics in our Club; and
- 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 regulatory and compliance activity

Regional Affiliation & Competitions

Gymnastics clubs who are registered to the Region can enter their gymnasts into our regional competitions. To enter a gymnast into a competition, we need their name, DOB and gender. This can be submitted by post or email to the competition organiser or submitted via the British Gymnastics online competition entry system, which will automatically verify that the gymnast and coaches hold British Gymnastics membership and meet the required entry criteria. The results of our competitions are also published. Any publication of images of children will be done in accordance with the British Gymnastics Safeguarding Policy and guidance on use of images.

It is the club's responsibility to ensure that the gymnast and where relevant the person with parental responsibility has agreed for you to enter them/their child into the event and understand how their personal information will be used.

Club Training Sessions/Classes & Other Relevant Activities

We recognise our responsibility to ensure individuals with disabilities can access our services and anyone with a relevant medical condition is not harmed through their participation in our activities. We may need to ask participants in some of our activities to provide details of any relevant medical conditions/injuries and disabilities.

We will use this information for the following purposes:



- To undertake risk assessments and make any appropriate adaptations e.g. to training programmes and to ensure your safety whilst taking part in any activities; and
- To make reasonable adjustments to support people with disabilities to access the services we provide.

We will only hold this information whilst you continue to participate in the activity unless we are required to retain this information in connection with a legal claim.

Filming And Taking Photos At Regional Events

At our large-scale Club competitions and events we may film or take photos at the event as part of our legitimate interest to promote the Club's activities. We may publish this footage on our website, social media account and in our communications. Any film and photos of children will be published in line with our safeguarding policy. On occasion, we may also film gymnasts for coaching development purposes.

Members have the right to object to any processing we undertake based on legitimate interests. Please let us know if you do not wish to be filmed or photographed or do not want your image to be published. Please make sure your consent for photography on social media platforms is updated on your child account.

We will delete any images over 2 years old unless we consider them to be of public interest and should consequently be archived for historical purposes. Where images have been published on social media, these platform providers may continue to process your data after our retention period has lapsed.

Videos taken at training sessions for individual coaching purposes will be retained only for as long as they are required for that purpose.

Marketing Or Signing Up To Our Newsletter

With your consent, we may send you our newsletter by and any other information about Club activities that we think will be of interest to club members. Members can ask us to stop sending this information at any point by responding or by following the instructions in the relevant communication.

Sharing Your Information

We have a legitimate interest in sharing personal information with British Gymnastics to ensure the sport is safe and well-governed and where relevant to access support and advice.

We will not otherwise share our members' information with any other organisations unless we have consent to do or to comply with a legal obligation or in exceptional/emergency circumstances where we believe that the sharing of information about our members is vital to protect the data subject or another person including to safeguarding and child or another individual who is at risk. Any information that is shared will be strictly limited to what is required to ensure those at risk are protected from harm and will be carried out in accordance with the law and relevant government guidance.



Reasons We Collect And Use Your Personal Information

The legal reasons we rely on to process information about you or your child are as follows:

- **Performance of a contract** – where you sign up to a service we provide, we will need to use your personal information to provide that service.
- **Legal obligations** – we need to process your information to comply with legal obligations. This includes maintaining account and asking you to provide information about any disabilities or medical information so that we can support access to our services and keep people safe.
- **Consent** – To send our e-newsletter and to take and publish photographs at small regional events.

We also process personal information for the following **Legitimate interests**:

- To respond to any general queries and complaints;
- To conduct committee and other Regional business;
- To support our squad gymnasts by monitoring performance and individual needs;
- To provide information to British Gymnastics for regulatory and operations purposes and to enable the Region to participate in relevant British Gymnastics activities;
- To hold emergency contact information for relevant individuals;
- To promote our activities by publishing information, photographs from our large events , news and competition results on our website, newsletter and through social media; and
- To respond to misconduct and safeguarding concerns.

If the information we are processing is a special category of data (e.g. health/medical data), in addition to the legal bases identified above, we require a separate condition for processing this type of data. We would usually rely on your explicit consent but may also process this type of information include where the processing is required to establish, exercise or defend a legal claim, to comply with employment law or where there is a substantial public interest.

Individual Rights

You have important rights under data protection law. In summary these include:

- To be informed about how your information is processed (set out above).
- To access any personal data held about you.
- To have your data rectified if it is inaccurate.
- To have your data deleted (except if there is a valid lawful reason to retain it).
- To have your information restricted or blocked from processing.
- To portability
- To object to direct marketing and any processing based on legitimate interests.
- To object to automated individual decision-making and profiling (we do not undertake these activities)

Keeping Your Personal Information Secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal



information to those who have a genuine reason to need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach and will notify you and the ICO of any personal data breaches in line with our legal obligations.

Changes To The Privacy Notice

We keep our privacy notices under regular review. This privacy notice was published on 24.05.2018 and last updated on 21.06.2024