



## Phoenix Gymnastics Academy

### **Privacy Policy**

Phoenix Gymnastics Academy is a non-profit community amateur sports club who provide gymnastics activities. We are registered with the Yorkshire Gymnastics Association and British Gymnastics who govern the sport and offer events and competitions in which we may participate.

Your privacy is extremely important to us, and we are fully committed to providing you with clear and transparent information about how we use your personal information. We value the trust you give us when sharing your personal information and we will ensure robust measures are in place to keep your information secure and we will only use it for the purposes outlined in this notice.

As a member of Phoenix Gymnastics Academy there will be a requirement for you to register your personal details with a number of third-party organisations such as Iclasspro, Yorkshire Gymnastics and British Gymnastics. These third-party providers will have their own privacy policies which we encourage you to be familiar with.

#### **Reasons why we collect and use your personal information.**

**Contractual purposes** - When you ask us to provide you with a service such as club membership (or registration), gymnastics classes (or tuition), competitions, trips, events or other activities or when you buy a product from us, we usually need to use information about you to provide this product or service. For example, your age to ensure you are offered the correct class, your contact details to contact you in case of rearrangements or in an emergency etc... We do so because it is necessary for the performance of a contract.

**Legal obligations** - We have a duty of care to ensure that it is safe for you or your child to take part in gymnastics activity and to keep you/them safe whilst participating. Some individuals may be at risk of harm from participating in gymnastics activity as a result of a pre-existing medical condition. It is vital that you let us know if there is any reason why taking part in gymnastics activity may be unsafe for you or your child prior to participation. With your agreement, we will review any information you provide and undertake risk assessments in consultation with yourself and any appropriate trained professionals, if necessary, in order to try and support inclusion. When we ask participants to provide relevant health information such as details of medical conditions, medication needs, allergies or injuries, this is because we have a legal obligation. If you are offered a role within the club, we will usually obtain a reference from an appropriate organisation or individual that you have nominated, and you may be asked to complete a criminal record check as we have a legal obligation to do so.

#### **Legitimate interests - We rely on legitimate interests for the following purposes:**

- \* Sending information by email about club alterations or events
- \* Responding to any comments, questions or complaints
- \* Seeking feedback about our services
- \* Holding emergency contact information
- \* Maintaining attendance registers, achievement records and waiting lists
- \* Monitoring and recording the performance of our elite athletes
- \* Entering competitions and providing results
- \* Filming and photography for coaching and promotional purposes
- \* To deal with misconduct and safeguarding concerns
- \* Gathering demographics (such as addresses and school attending) in order to tailor our services accordingly
- \* To promote club news, activities and results through our website and social media



## Phoenix Gymnastics Academy

### Your rights and consent

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

- To be informed about how your information is processed.
- 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 object to direct marketing and any processing based on legitimate interests.

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.

### Keeping your personal information safe and 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 or use it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality. If you leave the club, the information you have provided will be deleted, except where there is a legitimate and lawful reason to continue to hold your data. Competition results, photos and videos may remain on our social media platforms and website unless it is specifically asked to be removed.

### Sharing your personal information.

Except for the sharing of information that we have outlined above, we will not share your information with any other organisations unless we have your consent to do so, to comply with a legal obligation or in exceptional/emergency circumstances where we believe that the sharing of information about you is vital to protect the gymnast or another person including safeguarding a 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.

### Changes to our Privacy Policy

Our privacy policy will be regularly reviewed. This privacy policy was last updated on the 29<sup>th</sup> of January 2023.