

## Sutton School of Gymnastics privacy notice – members

Sutton School of Gymnastics is the data controller and is committed to complying with our legal responsibilities under data protection law. We take your privacy seriously and will ensure your personal information is kept secure.

When we collect, use, share, retain or do anything else with your personal information (known collectively as 'processing') we are regulated under the General Data Protection Regulation (GDPR) and are responsible as 'controller' of your information.

This notice applies to you if you are:

- An existing or prospective member of our club;
- A person with parental responsibility for a member;
- A recipient of our mailing list
- A visitor to the gymnastics club

We have a separate notice which provides privacy information relating to employees.

It is important that you read this carefully as it contains key information about how we use your personal data and your associated rights.

### About us

Sutton School of Gymnastics is a 'not for profit' charity. We provide the opportunity for our members to participate in our activities, which include gymnastic classes, squad training, competitions, and displays.

We register with British Gymnastics and London Gymnastics who governs the sport, provides insurance for clubs and individual members and offers competitions and events. It is a condition of British Gymnastics club registration that all our club members also register as individual members of British Gymnastics.

We also affiliate to London Gymnastics who runs competitions and events in which we participate.

### Information we collect about you

The categories of personal information we process includes:

- Contact details (gymnast or parent and emergency contacts)
- Gymnast date of birth
- Gymnast gender
- Any relevant medical conditions and/or disabilities and additional related information
- Other relevant individual needs for example, information about learning, religious or other support needs if you deem necessary.

British Gymnastics also collects the above information when you join or renew your British Gymnastics membership.

- Any individual risk assessments that are deemed relevant (gymnasts and others if applicable)
- Details of any reasonable adjustments or steps taken to support your individual needs
- British Gymnastics membership details (which are confirmed by British Gymnastics when you join or renew)

- Gymnast attendance and achievement records
- Any communications from, to or relating to you
- Any accident or incident reports including details of injuries
- IP address, browser identifier and the time of access (if you use our website)
- Bank details (If you are making regular payments to us or we are making payments to you)

Not providing information may affect our ability to meet you or your child's needs and to protect their well-being.

If you are a competitive gymnast, we record other information about you to support your training and participation in competition such as:

- Training and technical information
- Lifestyle information
- Nationality (if you are competing at international level)

If you attend an event or trip with the club, we will also collect the following information where relevant:

- Dietary requirements and any other relevant information that we need to know to ensure your needs are met; and
- Passport information if the trip is abroad.

## Our purposes for processing information about you

We use the information we hold about you for a variety of purposes which are outlined below. Data protection law requires us to tell you what our legal reason is for each purpose.

### Contractual purposes

When you ask us to provide you a service, such as club membership, gymnastics classes, competitions, other activities, or you buy a product from us we usually need to use information about you/or your child to provide this product or service, for example:

- To contact you to confirm arrangements;
- To notify you about changes to terms and conditions;
- To tell you when it is time to renew membership or re-register for activities
- To send invoice, process payments or send you receipts required.
- To provide you with the benefits and services to which you have subscribed.

We do so because it is necessary for the performance of a contract.

### Legal obligations

We have a duty of care to ensure it is safe for you or your child to take part in gymnastics activity and to keep you/them safe while participating. Some individuals may be at risk of harm from participating in gymnastics activity as a result of a pre-existing condition. It is vital that you let us know if there is any reason why taking part in gymnastic activity may be unsafe 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 e.g. medical consultants. 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.

When you tell us about any special needs such as disabilities or other support information we may use relevant information to comply with our legal obligations under the Equality Act 2010. We will review any 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 to best meet your or your child's needs. We will keep a record of any steps we take to support inclusion.

When we retain information about you, even after you are no longer taking part in gymnastics activity, this is often because we are required to do so by law such as records we are required to keep for business and accounting purposes. Sometimes we are also legally obliged to share information about you with third parties. More information is provided below.

### **Legitimate interests**

We rely on legitimate interests for the following purposes:

- **Responding to communications, concerns or complaints and seeking feedback from you about our services.**

We will use the information you provide to respond to any comments or questions you raise and where appropriate to undertake investigations into any complaints or concerns. On occasion, we may contact you to seek your views on the services we provide.

- **Holding emergency contact information**

When you join the club, we collect contact details. We also ask you to provide an emergency contact which we will only use in exceptional circumstances if we are unable to contact your primary contact e.g. a parent.

- **Maintaining attendance registers, achievement records and waiting lists**

For health and safety purposes and club records, we need to maintain a register of those in attendance at training or other club activities.

Information about achievement records such as badges are kept to monitor progress during gymnastic sessions.

If there are no places in the club, we can place you on our waiting list and will contact you using the details you provide to inform you when a place is available.

- **Entering you into a competition and providing results**

If you wish to take part in a club competition, your information (usually your name, date of birth and gender) will be used to enter you into the appropriate category and your score will be recorded. Results and photos (if consented to) of competitions are normally published on the website, email, club social media accounts and the notice boards.

If you wish to enter a competition organised by another gymnastics body, including British Gymnastics and London Gymnastics, we will provide your information to the organiser to enable you to take part in the competition or event that they are organising.

- **Collecting additional information to support a participant attending a club trip**

Occasionally we organise residential events or trips. If you or your child registers for one of these events, we will need to collect additional information, that may vary dependent on the specific activities and whether they involve meals and travel. Additional information we require may include passport information and any other relevant information necessary to provide support whilst away from home.

- **Monitoring performance and undertaking fitness assessments**

If you or your child are/is a competitive gymnast, we will need to collect additional information about you/them. We track and monitor gymnast's performance in training, trials and competition and undertake regular fitness assessments. We may require additional information about lifestyle and education if you or your child are/is training at a competitive level and requires time out of school or lifestyle.

- **Filming for coaching purposes**

On occasion, we may film gymnasts e.g. during a gymnastics session for coaching purposes. Videos taken at training sessions for individual coaching purposes will not be used for any other purpose without prior consent.

- **Photography and filming at club events to promote the club**

We may take photos at club events using club registered equipment to promote the club on our website, club social media account and in communications. At our club events such club competitions and club displays we may film the event to create a DVD. Any images of children will be published in line with our safeguarding policy.

Let us know if you do not wish to be filmed or photographed or do not want your/your child's image to be published. While we can usually take steps to prevent you from being photographed or filmed at club events, please bear in mind that it may be difficult to avoid capturing you in footage. However, we always review all photographs prior to publication and we will ensure any images of you are deleted, or obscured.

If we are filming or taking photos for any other purpose, we will ask for your consent.

- **Running and monitoring our club website and social media**

We do not use any tracking or analytics on our website. Your IP address will be logged by our webserver but we would not be able to identify you from this information alone.

Activity on the clubs social media accounts will be monitored but come under the social media accounts data policies.

- **Using CCTV for security and crime detection/prevention**

CCTV is used throughout the building for security of members, staff and building security. This footage is deleted after a month unless a specific time is needed to be kept in case of incidents.

We have carried out a legitimate interest assessment (LIA) to ensure that the above processing is necessary and is carried out in a way that ensures a balance between the club's interests and your individual interests, rights and freedoms with appropriate safeguards, especially to protect the interest of data subjects who are children. We can provide details of these assessments on request.

You have a right to object to the use of your information for any purposes we undertake based on legitimate interests. Further information is provided in the section below on individual rights.

## **Consent**

We rely on consent in the following circumstances:

- **To use your email or telephone numbers for marketing purposes**
- **To take photographs and video at club events or training for publication.**  
With your consent, we may also take photos during training or at club events to promote the club on our website, club social media account and in communications. All film and photos of children will be published in line with our safeguarding policy.

When you have given us your consent for your personal information to be used for a particular purpose, you have the right to withdraw this consent at any time, which you may do by contacting us using the contact details below.

Clare Horsted – Data Controller  
Sutton School of Gymnastics  
Unit 14 Willow Lane Business Park  
1-11 Willow Lane  
Mitcham Junction  
CR4 4NA

If you provided (any) consent(s) for a specific purpose as part of the information you provided through the British Gymnastics membership platform, this (these) consents can be withdrawn at any time by logging into your British Gymnastics account. Your withdrawal of consent will not affect any use of the data that was made before you withdrew your consent.

## **Special categories of personal data**

Special categories of personal data are a category of information that is more sensitive and requires greater protection. Some of the information we process falls into this category (e.g. health/medical data or any information you may have provided to us about a disability or your religion, race or gender identity). It is unlawful for organisations to process this type of information unless an additional legal condition applies. We will only process this type of information if one of the following applies:

- You have given your explicit consent or have made this information public;
- We are required to do so to establish, exercise or defend a legal claim;
- We are required to do so to comply with employment or social security or social protection law;
- Legitimate activities of a 'not for profit' organisation;
- There is a substantial public interest in doing so; or
- It is in your vital interests and you are unable to provide consent e.g. if you are unconscious or do not have sufficient mental capacity.

## **Marketing**

We have our club mailing list through MailChimp which you can opt into. With your consent your email address will be shared with MailChimp and we will send you club newsletters, or information by email. You have the option to unsubscribe from the mailing list by the link at

the bottom of every email, or by speaking to reception. For all marketing communications to cease, it may take up to 21 days.

## Why we share information about you

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

We may also be required to share your personal information in the following reasons:

- **Complying with legal and/or regulatory responsibilities**  
We may be required to share information with bodies such as Health & Safety Executive (HSE), Police and Information Commissioner's Office (ICO). We may also share information with other organisations to safeguard children. Any information that is shared will be strictly limited to what is required to ensure children are protected from harm and will be carried out in accordance with the law and relevant government guidance.
- **Due to the COVID-19 pandemic, information about who has attended the gymnastics club on a day may have to be shared with NHS Test and Trace, along with phone numbers and addresses**
- **Insurance**
- **Obtaining legal or professional advice**
- **Obtaining a service from a third party**  
All service providers are contractually required to ensure your information is secure and cannot use this information for their own purposes. Where we are required to share information with them to provide the service, we only disclose information that is strictly necessary to deliver the service.

Except for the above, will only share your information with any other third parties with your prior agreement.

## Transfers of data out of the EEA

If you consent to being on our mailing list, your name and email address will be shared with MailChimp, who operate out of the United States of America. MailChimp has certified its compliance with the EU-U.S. Privacy Shield Framework and the Swiss-U.S. Privacy Shield Framework.

## 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**  
You have the right to access the personal information we hold about you. You can log in to 'My Account' at any time to view/amend/delete the information British Gymnastics hold about you that has been collected. You can also request a copy of any information we hold by writing to us using the contact details below.

Clare Horsted – Data Controller  
Sutton School of Gymnastics  
Unit 14 Willow Lane Business Park  
1-11 Willow Lane  
Mitcham Junction  
CR4 4NA

- **To have your data rectified if it is inaccurate**

If you think that any of the information we hold is inaccurate, you can ask that corrections are made. We will either make the requested amendments or provide an explanation as to why we are not making changes

- **To have your data deleted (except if there is a valid lawful reason to retain it)**

If you do not renew your membership or cease to have a relationship with the club, we will delete any information you provided within one month except for any financial/accounting records which need to be retained for six years in line with UK tax law. Additional information that has been provided solely for the purpose of participating in a specific activity will be deleted after the event.

Video footage that has only been taken for coaching purposes will be retained only for as long as it is required for that purpose and in most cases, will be deleted within one month.

Photographs and other video footage captured for promotional purposes will be retained for up to 4 years old. After this time, they will be deleted 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 the retention period has lapsed.

CCTV footage will be deleted within one month unless it is required to prevent or detect a crime.

You have a right to request the deletion of your information in advance of the above retention periods. We will delete this information unless there is a lawful reason for the information to be retained.

- **To have your information restricted or blocked from processing**

If you object to processing, we will restrict the processing of your information for the purpose to which you are objecting whilst we review your objection.

- **To portability**

If you wish to move to another club, you can transfer your information to another club registration by logging into 'My Account' on the British Gymnastics system.

Alternatively, if you wish to leave the club, the information you provided on behalf of our club will be archived on the British Gymnastics system for 60 days and will be deleted after this has lapsed. During this period, you can transfer your information to another club. This may be limited to your club membership

- **To object to:**

- **Any processing based on legitimate interests**

The right to object is specific to the data subject's particular situation. We will stop processing your personal data unless we can demonstrate compelling legitimate grounds for the processing, which override your individual interests, rights and

freedoms or we need to continue to process your information in connection with a legal claim.

- **Your personal information being used for direct marketing activities**  
You can object to our direct marketing activities by unsubscribing from the relevant communication as described above in the marketing section of this notice.

To exercise any of your rights or if you have any questions about our privacy notice please contact:

Clare Horsted – Data Controller at Sutton School of Gymnastics  
Sutton School of Gymnastics  
Unit 14 Willow Lane Business Park  
1-11 Willow Lane  
Mitcham Junction  
CR4 4NA

0208 640 2668

While we hope to be able to resolve any concerns you have about the way that we are processing your personal data, you have the right to lodge a complaint with the Information Commissioners Office (ICO) if you believe your data has been processed in a way that does not comply with the GDPR or have any wider concerns about our compliance with data protection law. You can do so by calling the ICO helpline on 0303 123 1113 or via their website.

## 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. We 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 20<sup>th</sup> May 2018 and last updated on 25<sup>th</sup> July 2023.

We may change this privacy notice from time to time, when we do, we will inform you via notices in reception.