

Warrington Gymnastics Club

For happy healthy children

Privacy Notice – Members and Volunteers

V1 25th May 2018

Warrington Gymnastics Club 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;
- An existing or prospective club volunteer or official; and
- Individuals who sign up to receive marketing communications via our website.

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

Warrington Gymnastics Club is a not for profit organisation. Our members are gymnasts or the parents of, if the gymnast is a child. We provide the opportunity for [our members/people to participate in our activities, which include recreational classes, training, camps, competitions, squads, fitness classes and other similar gymnastics or sporting activities.

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

We also affiliate to North West Gymnastics Association who runs competitions and events in which we may 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



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- Other relevant individual needs for example, information about learning, religious or other support needs.

British Gymnastics collects the above information on our behalf when you join or renew your British Gymnastics membership.

- Any individual risk assessments (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
- Details relating to standards of conduct
- Medical Screening results completed by medical practitioners at your request.
- Details of gymnastics qualifications/awards you hold and training you have completed.
- Details relating to criminal record checks (disclosure number and date of the check), ID documents and any criminal convictions, cautions or official information and warnings and other relevant additional information e.g. references from former employers or information from probation services
- Any accident or incident reports including details of injuries
- IP address, browser identifier and the time of access (if you use our website)
- Bank or debit/credit card details (If you are making regular payments to us or we are making payments to you e.g. for volunteer expenses)
- Payment and transactional information
- Experience, qualifications, training and confirmation that you have completed a criminal record check (prospective or existing volunteers).
- Clothing size

The information marked with an * above is essential for us to provide your membership. It is your choice whether you provide all the information we have requested but 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
- Height
- 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:



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- 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.

If you are supporting us to provide any of our gymnastics activities, we may also collect:

- Additional information about your knowledge, skills and experience.
- Role preferences and availability.

In some cases, we will be unable to provide our services unless you provide the requested information but we will tell you at the point of collection if any of the information we are requesting is optional.

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 or registration, gymnastics classes, competitions, trips or other activities or you buy a product from us we usually need to use information about you 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 process payments or send you receipts required.
- To provide you with the benefits and services to which you have subscribed.
- Processing payments or sending you receipts as required.

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.



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If you are selected for a role at the club, we will usually obtain a reference from any appropriate organisation or individual you have nominated.

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.

If you are wishing to volunteer or work for us, we may need to ask you to complete a criminal record check as we have a legal obligation to do so. We jointly control the checking process with British Gymnastics who is responsible for the assessment of any content on the check and will only share information with us where it is appropriate. For example, if you are considered by British Gymnastics to be unsuitable to take on the role, we may share relevant and proportionate information about criminal offences where it is deemed that while you are not considered unsuitable to take on the role, if it is considered necessary for safeguarding purposes.

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.

Records of achievement relating to proficiency awards, competitions, courses will be kept for the purposes of progression and training.



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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, British Gymnastics and order North West Gymnastics Association membership number and gender) will be used to enter you into the appropriate category and your score will be recorded. Entry listings and results of competitions are normally published on our website.

If you wish to enter a competition organised by another gymnastics body, including British Gymnastics, home country NGB, Regional and County Gymnastics Association 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/elite/squad] 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 an elite level and requires time out of school or lifestyle.

- **Monitoring the effectiveness of our communications and IT systems**

We monitor whether our electronic communications are received and opened. We also use your IP address to analyse the number of users who are accessing the IT systems at any one time and the types of device being used. This information helps us to make improvements to our systems and communications. We would not normally use IP addresses to identify individuals except if this is deemed to be necessary to investigate problems or potential misuse of the system.



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- **Responding to your questions, requests and support needs you raise in person or by telephone, email or letter or via our website including our online chat service**

If you contact us requesting specific information, we will respond to you using the contact information we hold.

We may maintain a log of any important calls, emails and correspondence requesting support on your membership record.

We may compile anonymous statistical reports showing information like the number and type of query and how they have been resolved. Occasionally we will use information provided to develop case studies for learning and development purposes. We will be very careful to ensure that any information that could identify a person will be removed or changed to preserve anonymity.

- **To monitor that you have completed any required safeguarding training and criminal record checks**

If you undertake a role where a criminal record check and safeguarding training are required, we will receive confirmation from British Gymnastics if your check is approved and that you have completed the required safeguarding training.

- **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 club events to promote the club**

We may take photos at club events to promote the club on our website, club social media account and in communications. At our events such as our annual club competitions, badge assessments and club display 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 image to be published. While we can usually take steps to prevent you from being photographed or filmed at small club events, please bear in mind that at our large public events, 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.

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 will monitor how our website is used by tracking the articles that you open and how you move around the site. This will help us to understand what



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information is most useful and helps to improve the site. We use Google Analytics.

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.

You have the right to object to any of the processing we undertake based on legitimate interests based on your own individual circumstances. 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. If you wish to object to any of the processing activities we undertake based on legitimate interests, you can contact our Data Protection Officer (DPO) or use our [objections form](#). Please bear in mind that in some cases, if you object this may affect our ability to carry out the tasks above for your benefit.

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 a club events, competition or training for publication.**

With your consent, we may also take photos during training, during competitions 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. 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 provide to us about a disability or your religion, race or gender identity). It is unlawful for organisations to



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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;
- 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

With your consent, we will send you information about our activities, services and products that we think might be of interest to you based on our age, interests and experience.

We will send you this information by email.

You can ask us to stop sending you this information at any point by following the instructions in the relevant communication. It may take up to [21 days] for this to take place.

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 Her Majesty's Revenue & Customs (HMRC), 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.
- 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.



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

How long we keep information about you

We will retain your personal data only as necessary to provide the services to which you have subscribed or where we have another legitimate and lawful reason to do so. At your request or if you do not renew your membership within three years we will delete any information that we no longer have a reason to retain, unless you ask us not to.

We retain some information to comply with our legal obligations such as financial/accounting records which need to be retained for six years in line with UK tax law.

We need to retain sufficient information about you in the event of an insurance claim in the future so that we can identify you and confirm that you held membership for the relevant period. We may need to retain other information to comply with legal or statutory requirements, some of which are highlighted in this notice. In addition, we may also need to retain information relating to your conduct as part of our regulatory responsibilities, the times of which will vary dependent on the nature of the concern and whether this is any potential risk to others associated with these concerns.

As the reason for retaining certain types of information varies, the retention periods can vary significantly. Please contact our Data Protection Officer (DPO) if you require any further information on specific retention periods.

Transfers of data out of the EEA

We will not transfer your information to any processors based in other countries outside the EEA unless there is a European Commission adequacy decision for the specific country to which the data is transferred or where we can be certain that there are adequate safeguards provided for your information and individual rights standards that meet the GDPR requirements.

Sometimes our members attend international events on our behalf including festivals, courses, camps and competitions. If members are provided with the opportunity to attend international events, we will collect additional information required to register you for the event and to book accommodation, flights and make other arrangements for the trip. Unless you regularly travel internationally for events, we will delete your passport information immediately after the event.

If we need to submit information about you to the local organiser (generally another international gymnastics or sport federation), such as your date of birth, gender, contact details, club and occasionally your passport details or nationality. Sometimes events may take place outside the European Economic Area (EEA). Although some countries have been approved as having equivalent standards to the protections provided within the EEA, if this is not the case, we will ensure that the international



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organisation has provided adequate safeguards by way of binding corporate rules or standard data protection contractual clauses or compliance with an approved code of conduct. If on a one-off basis, an event was being hosted in a country where we cannot meet these requirements, we only transfer your information with your explicit consent and where was a clear and compelling legitimate interests to do so. Specific details of these transfer will be with the event information.

Individual rights

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

- **To be informed about how your information is processed**
We hope that the information in our privacy notice has achieved this but please contact our DPO if there is any additional information you require.
- **To access any personal data held about you**
You have the right to access the personal information we hold about you. This is called a Data Subject Access Request (DSAR/SAR). You can also request a copy of any information we hold by writing to us using the contact details below.
- **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 three years 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 year.

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.



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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. Please click here to download an [objections form](#).
 - **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.

[Click here](#) to learn more about your rights.

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

Mrs Janet Heaton on welfare@warringtongymnastics.co.uk

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.



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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 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 24th May 2018 and last updated on 24th May 2018

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



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