

## Fareham School of Gymnastics Privacy Policy.

At Fareham School of Gymnastics, we are committed to protecting and respecting your privacy and personal data. We provide gymnastics activities and are registered with British Gymnastics who govern the sport.

**As a member of the club, you have opted to share your details with us as an organisation. Please contact us to withdraw this consent at any time or discuss this in further detail.**

### 1). Information we may collect from you.

Prior to joining Fareham School of Gymnastics (FSG) you may provide us with personal information for our waiting list. This includes, names, DOB, email and telephone number.

When you become a member of the Club you are required to register with British Gymnastics (BG) for insurance purposes and the Club may access the information you provide. Additionally, you will provide FSG with any essential medical information and emergency contact details.

We may take photos or videos of our members within Club session's or FSG organised events.

### 2). How we use personal information about you/your child

The personal information you provide will be used to:

- place individuals into an appropriate class, to maintain class registers and to contact you in case of an emergency.
- communicate with you regarding classes and club activities and to respond to any comments, questions or complaints you may send us. With your consent, we will normally communicate with you by email, phone, text or social media. You can ask us to stop sending information via any of these methods at any point by contacting us.
- ensure individuals participate in a safe, nurturing, productive and inclusive environment. It is in this context that we require you to share any relevant medical information.
- enter your child into any competition provided by an external organisation. We will, with your agreement, share the information required to enter the event, usually, name, DOB and gender.
- 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 compliance and regulatory.

Photographs and/or videos may be used, with your consent for coaching purposes and/or to promote the Club on our website, club social media and other media deemed relevant. All film and photos of children will only be published in line with our safeguarding policy.

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 your child to take part in gymnastics.

### **3). Storing your data**

Personal information collected by FSG will be stored in the following ways:

- a) On a computerised database
- b) Filed in paper format following completion of the FSG Profile form
- c) Emergency information available to the coaching team at FSG sessions

### **4). Sharing your information**

We will not share your information with any other organisations except with your consent or in exceptional/emergency circumstances where we believe that the sharing of information about you is vital to protect you, your child or another person.

### **5). Individual rights**

You have the right to see the personal information we hold about you. Once you are a member and registered your child with British Gymnastics, you can log in to 'My Account' on the British Gymnastics website at any time to view/amend/delete the information we hold about you on this system. You can, in writing, also request a copy of any other information we hold.

If we do hold other information about you, you can ask us to delete it or correct any inaccuracies. We will either make the requested amendments or provide an explanation as to why we are not making changes.

If you leave the club, you can amend your club registration by logging into 'My Account' or speaking to one of our team. If you do this, the information you have provided will be archived for 60 days. During this period, you can transfer your information to another club. After this period the information you have provided will be deleted, except where there is legitimate and lawful reason to continue to hold your data. In the absence of a legitimate and lawful reason to retain any other information we hold about you, all your personal data will be deleted after 12 months, unless you re-join the club within that period.

We keep our privacy policy under regular review. This current policy was last updated 17<sup>nd</sup> July 2023.