

Be... Gymnastics Privacy Notice



Be
Gymnastics

Be... Gymnastics takes privacy very seriously. This notice explains how we use the personal information you provide us with in your account form or otherwise and which we obtain through third party sources, including how we share it with third parties.

Information we collect about you

The categories of personal information that we process includes:

- Contact details
- Gymnast date of birth
- 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.
- Consent details

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.

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.

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.

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. These will only be used in circumstances where we need to contact you in the case of an emergency.

- **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.

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.

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.

- **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.

- **Photography and filming within the club**

We may take photos/videos of the participants within the club if consent is given on the registration form and will always follow our safeguarding policy.

Consent

We rely on consent in the following circumstances:

- **To use your email or telephone numbers for club purposes**
- **To take photographs and videos within the club for publication.**

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. If you provided (any) consent(s) for a specific purpose as part of the information you provided on our behalf 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 provide 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
- 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 updates and other 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 and may also post on our social media platforms.

You can ask us to stop sending you this information at any point by using responding to the relevant communication with the word 'STOP'.

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.

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

Your rights in relation to your personal information

You have various rights under data protection law regarding the processing of your personal information, including rights to:

- Request access to personal information we hold about you and details of our processing of your personal information.
- Request us to correct inaccurate personal information.
- Request us to delete personal information in certain circumstances.
- Object to and/or restrict the processing of your personal information (including profiling) on certain grounds.
- Object to the processing of your personal information for direct marketing.

How long do we retain your personal information

We will not keep your personal information longer than is necessary, taking into account information needed for insurance and club documentation.

If you have any queries about how we use your personal information or your individual rights, you can contact us anytime via email at begymnasticsclub@gmail.com