



AC GYMNASTICS PRIVACY NOTICE

AC Gymnastics is committed to protecting the privacy and personal information of our gymnasts, parents, carers, staff, helpers and volunteers.

We only collect and use personal information when it is necessary and aim to keep it safe, secure and confidential.



INFORMATION WE MAY COLLECT

- ★ Gymnast's name and date of birth.
- ★ Parent/carer name and contact details.
- ★ Emergency contact information.
- ★ Relevant medical, allergy, disability or additional support information needed for safe participation.
- ★ Class, attendance and membership information.
- ★ Payment and transaction records.
- ★ Accident, incident and safeguarding records where necessary.
- ★ Photographs or videos where appropriate permission has been obtained.
- ★ Information provided through booking forms, emails or other communications.



HOW WE USE YOUR INFORMATION

- ★ Manage class bookings and memberships.
- ★ Contact parents/carers about classes, payments, events and important club information.
- ★ Maintain attendance and emergency contact records.
- ★ Provide a safe and appropriate gymnastics environment.
- ★ Respond appropriately to accidents, illness or emergencies.
- ★ Make appropriate adjustments or provide additional support where required.
- ★ Maintain financial and administrative records.
- ★ Meet safeguarding, insurance and legal responsibilities.
- ★ Use photographs/videos for agreed purposes where appropriate consent has been given.



OUR LAWFUL BASIS

Depending on the circumstances, AC Gymnastics may rely on contract, legal obligation, legitimate interests, consent or vital interests.

Where special category information such as relevant health information is processed, an appropriate legal condition will be used.



SHARING INFORMATION

AC Gymnastics will not sell personal information. Information is shared only where necessary and appropriate, which may include:

- ★ Authorised coaches or helpers who need the information to carry out their role.
- ★ Emergency or medical professionals in an emergency.
- ★ Safeguarding authorities where there is a safeguarding concern or legal requirement.
- ★ Insurance providers where necessary.
- ★ Professional or regulatory organisations where required.
- ★ Trusted service providers that help AC Gymnastics operate its administration or IT systems.

We will only share the information that is necessary for the particular purpose.



HOW LONG WE KEEP INFORMATION

Personal information is kept only as long as reasonably necessary for the purpose for which it was collected and to meet any legal, safeguarding, insurance or financial record-keeping requirements.

When information is no longer required, it is securely deleted or destroyed.



YOUR RIGHTS

Depending on the circumstances, individuals may have rights to:

- ★ Access their information.
- ★ Request correction.
- ★ Request deletion.
- ★ Restrict certain processing.
- ★ Object to certain uses.
- ★ Withdraw consent where consent is relied upon.



CHILDREN'S INFORMATION

As AC Gymnastics primarily provides activities for children, particular care is taken with children's personal information.

Information is collected only where relevant to participation, safety, welfare or administration.

Parents/carers should keep information accurate and tell AC Gymnastics when it changes.



KEEPING INFORMATION SAFE

AC Gymnastics takes reasonable steps to protect personal information against loss, misuse, unauthorised access or disclosure.

Access to personal information is limited to people who genuinely need it to carry out their role.



PHOTOGRAPHS & VIDEOS

Where consent is required, photographs or videos are used only for the purposes for which permission has been given.

Parents/carers can contact AC Gymnastics if they wish to change or withdraw their consent for future use.



QUESTIONS OR CONCERNS

Anita Chilton — AC Gymnastics — anita@acgymnastics.co.uk

Individuals may also complain to the Information Commissioner's Office (ICO).



REVIEWING THIS NOTICE

This Privacy Notice will be reviewed regularly and updated when necessary.