



## PRIVACY POLICY

### **Baskerville School of Gymnastics Commitment to Privacy**

We are committed to protecting your privacy and processing your personal data in accordance with the General Data Protection Regulation (GDPR) on and from the 25 May 2018 (Data Protection Legislation). We provide gymnastics and fitness activities and are registered with British Gymnastics who govern the sport.

This policy explains how the information we collect about you is used and kept securely and explains your privacy choices when using our website as well as your right to access your information under Data Protection Legislation.

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

We need to process information about you and your child for the following reasons:

#### **Contractual Purposes**

To provide the gymnastics activity you have requested, communicate with you about this activity, changes to our terms and conditions and to process payments.

#### **How we use your information**

To meet the legitimate aims of Baskervilles and to ensure your child is well supported and safe whilst participating in gymnastics, fitness classes or associated activities. This includes:

- Maintaining Class attendance records and contact details for emergency purposes.
- Filming and taking photos for coaching purposes and/or to promote the club on our website, club, social media account and in communications. All film and photos of children will only be published in line with our safeguarding policy.
- Carrying out any relevant risk assessments: Some individuals may present with a medical condition that may be a risk if participating in gymnastics or fitness. It is vital to share any relevant medical information. Where this is the case we will ask for your agreement to undertake any appropriate assessments.
- Identifying any reasonable adjustments and adaptations to support inclusion: If you or your child has a disability or any special needs, we will review the information you have provided to help us identify any action we can take to support inclusion. We may need to ask you for more information to help us in this process.
- Responding to any comments, questions or complaints you may send us.

You have the right to object to any of the above uses of 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 you and for your child to take part in gymnastics or fitness activities.

- Legal Reasons - to comply with applicable laws and to protect legitimate club interests. This includes, but is not limited, to the use of your information relating to legal claims and compliance and regulatory activity.

- Marketing - with your consent, we may send you information by email, or via social media about club news, activities, products and opportunities that we think will be of interest to you. You can ask us to stop sending you this information at any point by contacting us.

### **Individual Rights**

You have the right to see the personal information we keep about you. Such requests are called subject access requests. If you would like to make a subject access request please contact us.

You will also need to provide two forms of identification e.g. driving licence, utility bill or passport. If we do hold other information about you, you can ask to delete it or correct inaccuracies. We will either make the requested amendments or provide an explanation as to why we are not making changes.

### **Data Retention**

If you leave the club, Baskervilles will archive your information for 3 months. During this period, you can request the club to retain your details for future activities and events information updates. After this period, the information will be deleted except where there is a 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, this will be deleted after 12 months unless you re-join the club within that period.

### **Changes to our Privacy Policy**

We regularly review our Privacy Policy and updates will be sent to you when necessary. This Privacy Policy was last updated in May 2018.