



Privacy Policy

Southbourne Gymnastics Club retains personal and sensitive data on all members.

All data is kept securely on the Club Manager's laptop, and cannot be accessed by anyone without a password, and in the Club's locked cupboard in the Centre.

What information is stored

Personal information, including names, date of birth, phone numbers, addresses, email addresses

Sensitive information, including any medical information and anything that may alter the way the Club and its coaches need to treat each member

Account information

- a. when and how payments have been made
- b. details on what amounts are due for payment

How the Club uses its members' data

1. Creating attendance registers

Organisation of internal events

Entering members into external events such as competitions and work-shops

Providing information of legitimate interest to members

- a. class closures or alterations to class arrangements
- b. class fee due dates and amounts
- c. term dates

Providing other information to members about

- d. forthcoming internal events
- e. fundraising activities
- f. the sale of merchandise

How The Club will share this data

SGC will not share the data it holds except in specific circumstances. These are:

Entering external events. Competition organisers require names, ages, BG memberships status and other details of all entries.

Ensuring the Club complies with any legal obligations (e.g. to meet a health & safety obligation)

If sharing this data is in the vital interests of the member or someone else (e.g. providing emergency services with information regarding an injured member)

Ensuring SGC fulfils its contractual obligations (e.g. employment qualifications and experience)

How long SGC will keep this data

1. We will retain this data while members remain active within our club.

The Club will delete members' data within three months of the member leaving us unless

- a. the member wishes to remain on a waiting list for an alternative class

- b. the member owes the Club any money in fees
- c. there is a legal obligation to keep this data (e.g. pending accident or incident reports)
- d. there is a contractual obligation to keep this data (e.g. employment records)

Members' rights on this data

Members have the following rights on the data held on them:

To see the data, and be given a copy of it

To have this data deleted

To have this data corrected

Restrict or specify who we share this data with

The Club will ensure these rights can be met quickly and without cost to our members.