



Springbucks Gymnastics Club Ltd External Privacy Policy - May 2018

For the purposes of the General Data Protection Regulation ("GDPR") and UK data protection laws, the data controller is Springbucks Gymnastics Club Ltd of *Suite 122, 5 High Street, Maidenhead, Berkshire, SL6 1JN*

About this document

This privacy policy sets out the way we process your personal data and we've created this privacy policy to make sure you are aware of how we use your data as a member or parent of a junior member of Springbucks Gymnastics Club, or as a non-member or parent of a non-member who has attended our holiday camps or signed yourself or a child you are responsible for up onto our database via our online registration form.

How we collect your information

We may collect your personal data in a few limited ways, namely:

- Directly from you, when you fill in our online registration form indicating your interest in our sessions / membership, when you make enquiries on our website or via email, when you provide information via the termly rebooking forms, purchase sessions or other items from our online shop, or when you interact with us during your time as a member in various other ways (for example, where you enter a competition, renew your membership, sign up for a course or lessons);
- From someone else who has applied for membership on your behalf (for example a family member such as a parent or guardian for those under 16 years of age) or interacts with the club on your behalf in any of the ways mentioned above.

The types of information we collect

We may collect the following types of personal data about you:

- Contact and communications information, including your contact details (including email address(es), telephone numbers and postal address(es) and records of communications and interactions we have had with you);
- Personal details such as members full names, dates of birth, school attended and school year, emergency contact information and previous experience with either gymnastics or trampolining;
- Financial information – details of purchases made via our online shop and the corresponding payment information;
- Certain other information which you volunteer when making use of your membership benefits (for example specific goals to work towards within training, any concerns regarding training that the club needs to be aware of etc);
- We also collect data about health, any special needs or medical conditions, where you have volunteered this information about your child or yourself, as it is necessary for the health, safety and wellbeing of all participants in our sessions.

How we use personal data

Personal data provided to us will be used for the purposes set out at the time of collection and, where relevant, in accordance with any preferences you express.

More generally, we will use your personal data for the following purposes:

- Administration of your Springbucks membership, including:
 - informing you of key information about sessions we are running;
 - taking payment of membership fees;
- Fulfilment of orders for goods and services, including courses you have signed up for;

Where this is necessary for the performance of a contract (including any written terms and conditions relating to your membership) with you.

- Communication about Springbucks activities or goods and services that we think may be of interest to you;
- Storing your details on the software platform we use for our online member management database;



Where this is necessary for our legitimate interests (for example in increasing the size and reputation of our club and increasing participation in our sport generally);

- Promoting Springbucks Gymnastics Club and promoting goods and services of third parties (for example organisers of gymnastics or trampolining events, coaching courses parents or volunteers may wish to attend, etc) where we think this will be of interest to you;

Where this is necessary for our legitimate interests (or the legitimate interests of a third party), and/or where we have your consent, as applicable.

Your marketing preferences

We will always respect your wishes in respect of what type of communications you want to receive from us and how you want to receive them. There are some communications, however, that we need to send you regardless of your marketing preferences in order for us to fulfil our contractual obligations to you or your child as a member of Springbucks Gymnastics Club. Examples of these essential service communications are:

- Records of transactions, such as payment receipts, information emails regarding the purchases you have made on our online shop etc (as applicable).
- Membership related mailings such as your term fees, or membership renewal reminders, notices of any changes to session times and information about Springbucks venues, last minute session cancellations or closures, holiday camps and upcoming competition information.

You are in control of how we communicate with you. You can update your choices and/or your contact details by contacting us at:

Telephone: 07581 384176

Email: springbucksgc@gmail.com

Post: Springbucks Head Office, 11 The Croft, Maidenhead, Berkshire, SL6 4BA

Sharing your information with others

We do not sell or share your personal data for other organisations to use other than as set out below.

Personal data collected and processed by us may be shared with the following third parties, where necessary:



- Our employees and volunteers, for the purposes of administering your membership and giving you access to the membership benefits to which you are entitled.
- Our contractors and suppliers, including Springbucks coaches, any providers of membership management services (such as Hannahlytics our database provider and host).
- UK Gymnastics as our governing body of sport and insurance provider for our club, coaches and members. Members full names and date of birth is shared with UK Gymnastics on a yearly basis for UK Gymnastics membership renewal. Please indicate in your rebooking form if you do not wish for us to share this information with UK Gymnastics, which means your child's annual membership will not include personal accident cover.

How long your information is kept

We keep your personal data only for as long as necessary for each purpose we use it. For most membership data relating those who have attended term time classes, holiday camps or any sessions with us, this means we retain it for so long as you have Springbucks membership and up until the point at which any previous members / attendees in question reach the age of 21 (for legal purposes related to health & safety). For all financial data we retain it for a period of six years after your last interaction with us (for accounting, tax reporting and record-keeping purposes).

Your rights

Under certain circumstances, by law you have the right to:

- Request access to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below).
- Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal data for direct marketing purposes.

- Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it. You can also withdraw your consent, where this is the basis for our processing your data (without affecting the lawfulness of our previous processing based on consent).
- Request the transfer of your personal data to another party.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

Contact and complaints

If you have any queries about this privacy policy or how we process your personal data, or if you wish to exercise any of your legal rights, you may contact Ruth Drysdale-Middleton:

- by email: springbucksgc@gmail.com;
- by telephone: 07581 384176;
- or by post: 11 The Croft, Maidenhead, Berkshire, SL6 4BA.

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner. You can find out more about your rights under applicable data protection laws from the Information Commissioner's Office website: www.ico.org.uk.

Implementation of Policy

This Policy shall be deemed effective as of 25th May 2018. No part of this Policy shall have retroactive effect and shall thus apply only to matters occurring on or after this date.

This Policy has been approved and authorised by:

Name: Ruth Drysdale-Middleton

Signature:



Position: Company Director

Date: 25th May 2018

Due for Review by: April 2020

