**DATA PROTECTION – SESSION PROCEEDURES**

Springbucks Gymnastics Club is committed to the correct, lawful and fair handling of all personal data and respecting the legal rights, privacy and trust of all individuals with whom we deal. For more details please check out our [PRIVACY POLICY](https://www.springbucks.co.uk/wp-content/uploads/2018/06/SGC-Ltd-External-Privacy-Policy.pdf) and our [DATA PROTECTION POLICY](https://www.springbucks.co.uk/wp-content/uploads/2018/06/SGC-Ltd-Data-Proteciton-Policy.pdf) that can be found on our website [www.springbucks.co.uk](http://www.springbucks.co.uk)

At club sessions the club will ensure that all members of staff adhere to the following practices –

* Pages with children’s medical details and emergency contact numbers are to be filed separately to the attendance register and locked away during club sessions unless needed.
* Only attendance registers are to be got out at club sessions and used on a clipboard with a cover that can be closed once the register is taken.
* After being checked by the head coach the register should then be kept on the admin table throughout the session.
* If any coaches see the register lying around please hand it in to the lead session coach.
* Used incident / accident forms to be filed in the new registers file that is locked away in the briefcase once they have been filled in.
* Group coaches should always keep their groups badge sheets with them as they move around the gym.
* Group Coaches should put their own groups badge sheets away in the folder straight away at the end of each session.
* Any badge sheets found lying around the hall must be handed into the lead session coach asap.
* Any sensitive conversations that need to happen at the end of a session with parents regarding a child’s health, wellbeing or behavior etc should be undertaken in confidence and away from the rest of the coaches, children or other parents.