

Data Privacy Statement

About this statement

This statement explains when and why we (ie Adams Gymnastics) collect personal information about our gymnasts and parents/guardians, how we use it, how we keep it secure and your rights in relation to it. We reserve the right to amend this Data Privacy Statement from time to time without prior notice. You are advised to check our website (www.adamsgymnastics.com) regularly for any amendments. We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. For the purposes of the GDPR, Adams Gymnastics will be the 'controller' of all personal data we hold about you.

What information we collect and why

We collect contact details of parents (and health details of gymnasts) from parents when their child attends their first session. Your contact details are used to inform you periodically of future gymnastics sessions and activities, booking administration, and for any short notice changes or cancellations. Your emergency contact details may be used if, for example, your child falls ill during a session. Health details are used by a coach, if necessary, to tailor the gymnastics practice to your child's needs. We maintain records of session attendance and plans, and variations where the gymnastics practice may cater for individuals' needs. Our website (www.adamsgymnastics.com) does not use cookies. The lawful basis for processing the data is (a) to carry out the contract with you, and (b) your consent (which can be withdrawn at any time).

How we protect your personal data

We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction. For any payments which we take from you online we will use a recognised online secure payment system. Please note that internet transmissions in any form can never be guaranteed to be 100% secure. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

Who else has access to the information you provide us?

Coaches have access to health and emergency contact details. We will not share your personal data with any third parties, except as necessary to administer the contract with you or where required to do so by law.

How long do we keep your information?

We will hold your personal data on our systems for as long as you are a member of Adams Gymnastics and for as long afterwards as is necessary to comply with our legal obligations (for example, for accounting, insurance and liability purposes). We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data other than retaining it in an archived form in order to be able to comply with future legal obligations. We securely destroy all financial information once we have used it and no longer need it.

You have rights under the GDPR to:

- access your personal data
- be provided with information about how your personal data is processed
- have your personal data corrected
- have your personal data erased in certain circumstances
- object to or restrict how your personal data is processed
- have your personal data transferred to yourself or to another business in certain circumstances.

Please contact Sarah by email if you wish to exercise any of the above rights, or make a complaint about the handling, processing and security of your personal data.

You have the right to take any complaints about how we process your personal data to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.