Rothwell Gymnastics Privacy Policy

Rothwell Gymnastics is committed to providing its members with the highest levels of customer service. This includes protecting the privacy of its members and ensuring a secure online experience.

Members can view the Club website and all the latest news and information without telling the club who they are or revealing any information about themselves. Sometimes however, the club may to monitor website usage for web site and club development.

Rothwell Gymnastics Privacy Statement contains the following important information regarding the use of personal information.

* What is personal information?
* How Rothwell Gymnastics collects personal information
* How Rothwell Gymnastics uses personal information
* Who will use personal information?
* When Rothwell Gymnastics discloses personal information
* Storage and security of personal information
* Access to personal information

1. What is personal information?

Personal information is information about an individual who can be identified, or whose identity could be reasonably worked out, from the information stored.

2. How RG collects personal information

To deliver the services offered by Rothwell Gymnastics, certain personal information is collected. Rothwell Gymnastics collects personal information from individuals when:

- The individual registers to the club waiting list
* The individual is filmed during training, cctv or on the club devices
- The individual registers to become a member of the club
- The member enters or participates in an event or activity involving the club
- The individual participates in a course as a member of the club or as a helper
- The individual requests information from the club
- The individual provides information to the club
- The individual participates in a club survey

3. How Rothwell Gymnastics uses personal information

Rothwell Gymnastics will only collect information that is necessary for them to carry out the primary purpose of providing services relating to: membership, learning and events run by the club. Personal information may be used in order to:

- Provide the services required
- Internal accounting and administration
- Regulatory reporting and compliance
- Help Rothwell Gymnastics to inform and identify products or services that may be of benefit to the club

Rothwell Gymnastics will also share information with British Gymnastics the sport's National Governing Body, that provides our club insurance and annual membership services, and with third party providers when entering competitions, courses and

events. Rothwell Gymnastics will also share information with the Regional Technical Committee officers as required to complete the competitive transfer process as per the Regions Protocol.

Rothwell Gymnastics will definitely share information with statutory agencies when there are any safeguarding concerns about a child or vulnerable adult. Any safeguarding concerns or poor professional conduct will also result in personal information of young people or adults being shared with British Gymnastics.

4. Who will use personal information

The coaches, club officials (chair, treasurer, secretary, welfare officers) and administrative staff will all have access to personal information of members. Coaches will require names, date of birth, health conditions and emergency contact details.
Welfare officers will have access to all details including any confidential records on file relating to individuals. Coaches have access to CCTV footage upon request and filming on club devices. Other club officials will require access to names and dates of birth. Administrative staff will require information for the purpose of ensuring compliance for Governing Body membership, competition entry and financial records. External organisations will be passed relevant information for competition entry, club transfer, course enrolment or accountancy compliance.

5. When we disclose personal information
RG discloses personal information to other organisations that is necessary to assist in providing services. The organisations include outsourced service providers who manage the services provided to members, including:

- Insurance
- Education or coaching services
- Competitions, events and safeguarding support, Regional Technical Committees and Associations)
- Print and fulfilment companies
- Professional advisors, including accountants, auditors and lawyers
- Government and regulatory authorities and other organisations, as required or authorised by law

Rothwell Gymnastics limits the use and disclosure of any personal information to such organisations for the specific purpose for which it is supplied.
When an adult provides Rothwell Gymnastics with personal information about children, the club relies on that adult to make the individual aware that the information has been provided to the club and for what purpose, and to whom it may be disclosed and also how they can access their information.

6. Storage and Security of personal information
Rothwell Gymnastics stores personal information on a computer database which is on a password protected computer. The personal information may be held in both paper file and computer file form. Rothwell Gymnastics has implemented measures of a reasonable nature to ensure that all personal information is securely stored from misuse, loss and unauthorised handling.
CCTV is in a secure area of the gym with no public access. The system is password protected and rewrites over the images on a rolling basis. The system is password protected and is only accessed by limited staff members.

7. Accuracy of personal information
Rothwell Gymnastics takes reasonable steps to ensure that whenever personal information is collected or disclosed, it is accurate, complete and up to date. Data will be checked with the provider for accuracy on at least an annual basis.

8. Access to personal information
The member has a right to access their personal information, subject to some exceptions allowed by law. The member can gain access to their personal information by contacting the club. The member may also advise the club at any time about possible breaches of privacy, or inaccurate, incomplete personal information, or data that may have changed.

9. CCTV

CCTV is in operation within Rothwell Gymnastics for the purposes of **safety, security, safeguarding and the protection of gymnasts, staff, visitors, premises and equipment**.

Where appropriate, CCTV footage may be reviewed by authorised members of the club in connection with an accident or incident, safeguarding or welfare concern, complaint, allegation, suspected damage to property or equipment, or other safety or security matter.

CCTV footage will be handled appropriately, and access will be restricted to authorised persons. Footage will only be retained, accessed, shared or disclosed in accordance with the club's relevant policies and applicable data protection requirements.

Where deliberate or inappropriate damage to club property or equipment is suspected, **available CCTV footage may be reviewed as part of the club's investigation into the incident**.

Reviewed Oct 24 v1 Oct 26 v2