



# ENGLISH GYMNASTICS

ENGLISH GYMNASTICS ASSOCIATION LIMITED

## Privacy Policy



Your privacy is extremely important to English Gymnastics (EGA) and we are fully committed to providing you with clear and transparent information about how we use your personal information. We value the trust you give us when sharing your personal information. We will ensure robust measures are in place to keep your information secure and will only use it for the purposes outlined in this policy.

## About us

English Gymnastics (EGA) is a 'not for profit' organisation. We are an affiliated organisation of British Gymnastics (BG) who regulate the sport of gymnastics at UK level.

Click [here](#) to access the BG Privacy Policy to learn more about how your information will be used by BG.

Our members are the ten English Regions who affiliate to us. We provide the opportunity for members of affiliated clubs to participate in our activities, which include competitions, squads, clinics, conferences and other learning and development activities. Each Regional Chair (or their nominated representative), is invited to become a Director of the EGA and sits on the Board of Directors.

This privacy policy explains:

1. Information we collect about you when you use our website
2. Our relationship with British Gymnastics (BG)
3. How we use information about you for legitimate purposes
4. Other lawful reasons for using information about you
5. Why we share your information
6. Reasons we collect and use your personal information
7. Your rights in respect of your personal information
8. Changes to the privacy notice
9. How to Contact Us



## 1. Information we collect about you when you use our website

BG provides our website, a link to our Facebook page and online entry system for competitions which requires them to handle personal information on our behalf. BG is contractually required to ensure your information is secure and to only use the information to provide the services we have requested. You do not need to give us any information about yourself to view the EGA website. When you access the website, the BG webserver logs your Internet Protocol (IP) address (a unique set of numbers that identifies one or more devices on a computer network), browser identifier and the time of access.

The BG website uses cookies. Click [here](#) to view their cookie information.

Our website contains links to other third-party websites and we also participate on social media websites including Facebook. We may share content from websites such as these on our websites; however, we do not control the privacy practices of such websites. For further information, you should refer to the relevant website's privacy policy.

## 2. Our relationship with British Gymnastics

We have a data sharing agreement with BG that enables the two-way sharing of information necessary for the sport to operate. This is necessary as individuals who participate in our events need to hold BG membership. We also need to confirm with BG that those individuals who are signed up for one of our activities meet the required criteria for participation such as age and qualification and any mandatory safeguarding requirements and to share any information with BG in line with the regulatory requirements to which we are subject as an affiliated association of BG.

## 3. How we use information about you for legitimate purposes

We process personal information about you where we have a legitimate interest to do so. In some cases, this may require us to collect additional information from you or from other sources. The purposes include:

- Respond to any general queries, feedback, complaints, requests for information and support;
- Conducting committee and other Home Nation business;
- Sharing information with British Gymnastics for regulatory and operations purposes and to enable English Gymnastics to participate in relevant British Gymnastics activities;
- Holding emergency contact information for relevant individuals;
- Responding to misconduct and safeguarding concerns.
- Processing invoices, expenses and any other financial reimbursement in relation to Regional Meetings, EGA events etc.



## 4. Other lawful reasons for using information about you

- **To provide and promote gymnastics competitions**

Gymnastics clubs who are registered to their Region and British Gymnastics, can enter their gymnasts into our English competitions. To enter a gymnast into a competition, we need their name, DOB and gender which the Club submit via the BG online competition entry system, which will automatically verify that the gymnast and coaches hold BG membership and meet the required entry criteria. The results of our competitions are also published. Any publication of images of children will be done in accordance with the British Gymnastics Safeguarding Policy and guidance on use of images.

All EGA competitions are large events where photography and filming by EGA accredited photographers and the media may take place. Images taken at our events may be used by the EGA for the purposes of promotion, education and development of the sport. They may also be shared with relevant third-party organisations for journalistic/promotional purposes. The results of EGA competitions are published on our website.

It is the club's responsibility to ensure that the gymnast and, where relevant, the person with parental responsibility, has agreed for you to enter them/their child into the event and understand how their personal information will be used.

If you are a judge, we will share your name, judging award details and contact information with the EGA Judging Co-ordinator, so that they can invite you to judge at relevant competitions and contact you relating to your selection as required.

- **English Squads and residential events**

Members of English Squads are selected based on the Selection Policy for the relevant discipline. If a gymnast is selected to participate in squads, we will need to collect the gymnast's contact details and emergency contacts and any relevant lifestyle information including specific needs and dietary requirements (if required).

We may also collect information about potential and existing squad member performance, including results in competitions, trials and assessments.

We will only hold this information while the gymnast is a current member of squad expect if we are obliged to retain the information as part of a legal or insurance claim.

- **Squads and other relevant activities**

We recognise our responsibility to ensure individuals with disabilities can access our services and anyone with a relevant medical condition is not harmed through their participation in our activities. We may need to ask participants in some of our activities to provide details of any relevant medical conditions/injuries and disabilities.



We will use this information for the following purposes:

- To undertake risk assessments and make any appropriate adaptations e.g. to training programmes and to ensure your safety whilst taking part in any activities; and
- To make reasonable adjustments to support people with disabilities to access the services we provide.

We will only hold this information whilst you continue to participate in the activity unless we are required to retain this information in connection with a legal claim.

- **Legal or statutory obligation**

We may need to process information about you to comply with a legal or statutory obligation. This includes but is not limited to:

- As part of our response to any accident or incident at an EGA event.
- Accounting, auditing, compliance and administration practices.
- To maintain records of amendments to consents and to create suppression lists to ensure people who object to processing are excluded from the relevant processing activity.

We may also need to use information about you relating to the above activities to exercise or defend legal claims.

- **Filming and taking photos at English Gymnastics events**

At our competitions and events, we may be a professional photographer, approved by English Gymnastics, to film or take photos as part of our legitimate interest to promote our activities. We may publish this footage or photographs on our website, social media account and in our communications. Any film and photos of children will be published in line with the British Gymnastics Safeguarding Policy and guidance on use of images. On occasion, we may also film gymnasts at our English squads for coaching purposes.

You have the right to object to any processing we undertake based on legitimate interests. Please let us know if you do not wish to be filmed or photographed or do not want your image to be published.

We will delete any images over 5 years old unless we consider them to be of public interest and should consequently be archived for historical purposes. Where images have been published on social media, these platform providers may continue to process your data after our retention period has lapsed.

Videos taken at training sessions for individual coaching purposes will be retained only for as long as they are required for that purpose. In most cases these videos will be deleted within one month.

## 5. Why we share your information

Except for sharing outline above, we will not share your information with any other organisations unless we have your consent to do, to comply with a legal obligation or in exceptional/emergency circumstances where we believe that the sharing of information about you is vital to protect the data subject or another person including to safeguarding a child or another individual who is at risk.

Any information that is shared will be strictly limited to what is required to ensure those at risk are protected from harm and will be carried out in accordance with the law and relevant government guidance.

## 6. Reasons we collect and use your personal information

The legal reasons we rely on to process information about you are as follows:

- **Performance of a contract** – where you sign up to a service we provide, we will need to use your personal information to provide that service.
- **Legitimate activities as a not-for-profit body** – we only ask you to provide sensitive personal data such as medical or disability information if we have a **legal obligation** such as under the Equality Act 2010 or as part of our common law ‘duty of care’.
- **Consent** – To take photographs for promotional purposes at non-public events.
- **Legal claims** – we may collect or retain information about you to establish, exercise or defend a claim e.g. in the event of an accident at an English Gymnastics event
- **Legal obligation** – To comply with legal obligations to which we are subject e.g. maintain financial accounts.

## 7. Your rights in respect of your personal information

You have important rights under data protection law. In summary these include:

- **To be informed about how your information is processed**  
We hope that the information in our privacy notice has achieved this but please contact the EGA Admin Manager in the first instance (detailed at the end of this notice), if there is any additional information you require.
- **To access any personal data held about you**  
You have the right to see the personal information we hold about you. This is called a Data Subject Access Request (DSAR/SAR). You can request a copy of any other personal information that we hold by writing to the EGA Admin Manager.
- **To have your data rectified if it is inaccurate**  
If we do hold information about you, you can ask us to correct or amend any inaccurate or incomplete information by contacting us via email at the address below. We will either make the requested amendments or provide an explanation as to why we are not making changes.



- **To have your data deleted (except if there is a valid lawful reason to retain it)**  
You have a right to request the deletion of your information in advance of our standard retention periods. We will delete this information unless there is a lawful reason for the information to be retained.
- **To have your information restricted or blocked from processing**  
If you object to processing, we will restrict the processing of your information for the purpose to which you are objecting whilst we review your objection.
- **To portability**
- **To object to any processing based on legitimate interests, automated decision making including profiling and to your personal information being used for direct marketing activities**

Click [here](#) to learn more about your rights. If you are concerned about the way we are processing your personal information, you have a right to complain to the ICO who can be contacted by telephone on 0303 123 1113.

## 8. **Changes to the privacy notice**

We keep our privacy notice under regular review. This privacy notice was updated on 27<sup>th</sup> April 2020.

## 9. **How to Contact Us**

To exercise any of your rights or if you have any questions about our privacy policy please contact:

EGA Admin Manager

Email: [jan.charlton@englishgymnastics.org.uk](mailto:jan.charlton@englishgymnastics.org.uk)