



North of England Gymnastics Association Privacy Policy

The North of England Gymnastics Association is the data controller and is committed to complying with our legal responsibilities under data law and ensuring your personal information is kept secure.

It is important that you read this privacy notice carefully as it contains key information about how and why we process (collect, store, use and share) information about you and your associated rights.

About us

The North of England Gymnastics Association is a 'not for profit' organisation managed by volunteers. Our members are the gymnastics clubs who affiliate to the Region. We provide a range of benefits to affiliated clubs including the opportunity for members of the clubs to participate in our activities, including competitions, squads, clinics, conferences workshops and our Annual Awards.

Our relationship with British Gymnastics

We are affiliated to British Gymnastics (BG) who governs the sport and offers competitions and events in which our Regional teams and individuals may participate.

British Gymnastics provides information to us as required for the sport to operate. This is necessary as individuals who participate in our events need to hold British Gymnastics membership. We also need to confirm with British Gymnastics that those individuals who wish to take part in activities meet the required criteria for participation such as age, qualification and any mandatory safeguarding requirements. We may share any information with British Gymnastics in line with the regulatory requirements to which we are subject as an affiliated association of British Gymnastics.

British Gymnastics provides our website, and also an online entry system that is used for some competitions. This requires them to handle personal information on our behalf. British Gymnastics is contractually required to ensure your information is secure and to only use the information to provide the services we have requested.

Some regional competitions and events are organised at local level, without using the BG entry system. These events are managed by a volunteer competition organiser who will have undergone appropriate training and will handle the data received from clubs in a safe and appropriate manner.

How we use personal information

We collect personal information about the members of our affiliated clubs including coaches, gymnasts (and sometime people with parental responsibility for the gymnasts) welfare officers, judges, club officials, regional committee members and people who provide services on our behalf.

Our core purposes include:

- To conduct the Association business and manage your Regional affiliation.
- To provide gymnastics events, competitions and squads and to invite individuals to participate, judge, coach, officiate and volunteer at these events
- To inform you of the Regional activities which are part of your affiliation benefits and to keep you up to date about events in which club members may participate
- To support the learning and development of those involved in gymnastics in the Region by promoting coaching and judging courses, workshops and other learning opportunities



- To comply with applicable laws and protect legitimate regional interests and legal rights. This includes but is not limited to the use of your information relating to legal claims and regulatory and compliance activity.

Affiliation to the Region

When you affiliate your club to the region, we will need the names and contact details of the key people who manage the club, the Head Coach, Secretary, Chairperson and Welfare Officer. We will also need the address of all your club's training and competition venues and the gymnastic disciplines you offer.

We will use this information to process and communicate with you about your club affiliation, invite you to attend and vote in our AGM and to send you information about the gymnastics activities and other benefits and services that your club affiliation provides.

This information will normally be sent to you by email and you can also find some of this information on our website.

If a club chooses not to renew the regional affiliation, we will delete all information we hold after one year apart from the details of any financial transactions which we need to retain for 6 years after the end of the relevant financial year, in the event of a tax or banking enquiry.

Regional Events

Members of an affiliated club who wish to attend a course or event may be required to provide some information, including their name, contact details, club and confirmation that they meet any entry requirements. We will use this information only to administer the event and where relevant provide certification. In some cases, additional information, for example dietary requirements may be required.

We will delete any information about events that you have attended after one year. With your consent we will use your contact details to send you information about other events or courses that we believe may be of interest to you.

Regional Competitions

Clubs that are registered with the Region may enter their gymnasts into our regional competitions. Before entering gymnasts, the discipline specific competition organiser will make you aware of the entry process. They will require the name, date of birth, British Gymnastics membership number, gender and level of entry of the gymnast. The gymnast's name and club will be entered into the scoring system and the published programme for the event. The results of competitions may be published. Any publication of images of children will be done in accordance with the British Gymnastics Safeguarding Policy and guidance on use of images.

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



The competition organiser may also require the name, date of birth and BG membership number of the coaches who will accompany the gymnasts at the competition and also the judges and other officials. Competition entry data will be disposed of safely within one year of the event.

Regional Squads and residential events

Gymnastics clubs can nominate their gymnasts and coaches to take part in Regional squads. If a gymnast is selected to participate in squads, the Squad Convenor will need to collect the gymnast's contact and emergency contact details and any relevant lifestyle information including specific needs and dietary requirements (if required).

Information about potential and existing squad members performance, including results in competitions, trials and assessments may also be collected. We will only hold this information while the gymnast is a current member of squad except where we are obliged to retain the information as part of a legal or insurance claim.

Medical Conditions

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.

Filming and taking photographs at regional events

At some regional competitions and events, there may be a professional photographer, approved by the Region, to take photographs of the event. As part of our legitimate interest to promote the Region's activities, we may publish photographs in our newsletter which is sent to all clubs by email and placed on our website. All photographs of children will be published in line with our safeguarding policy. On occasion, we may also film gymnasts at our regional 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 four years old unless we consider them to be of public interest and should consequently be archived for historical purposes.

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. If we wish to film or take photos at other events such as learning events or squad training or for any other purpose e.g. publication, we will ask for your consent.



Website

Our website is provided by British Gymnastics who is responsible for ensuring the site is secure. We do not use any tracking or analytics on our website. When you use our website, your IP address is logged by the British Gymnastics webserver but the Region is not able to identify you from this information alone.

Newsletter

With your consent, we will send the nominated club representative our newsletter by email. This may be printed and shared with club members. We will also send other information about Regional activities that we think will be of interest to you. For example, safeguarding updates may be sent directly to the Club Welfare Officer. You can ask us to stop sending you this information at any point by replying to the relevant communication with the word 'STOP'.

Sharing your information

We have a legitimate interest in sharing personal information with British Gymnastics to ensure the sport is safe and well-governed and where relevant to access support and advice.

We will not share your information with others unless we have your specific permission to do so. For example, to list your Club on our website and in our Handbook, to share at your request, information about a competition or a job opportunity at your club, or as part of our Annual Awards event. We will not otherwise share your information with any other organisations unless we have your specific consent to do so or 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 and 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.

Reasons we collect and use your personal information

The legal reasons we rely on to process information about you, your club members and your club 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.
- **Legal obligations** – we need to process your information to comply with legal obligations. This includes maintaining account and asking you to provide information about any disabilities or medical information so that we can support access to our services and keep people safe.
- **Consent** – To send our newsletter and other regional news and information and to take and publish photographs at regional events.

We also process personal information for the following **Legitimate interests**:

- To respond to any general queries and complaints.
- To conduct committee and other Regional business.
- To support our squad gymnasts by monitoring performance and individual needs.



- To provide information to British Gymnastics for regulatory and operations purposes and to enable the Region to participate in relevant British Gymnastics activities;
- To hold emergency contact information for relevant individuals.
- To promote our activities by sharing information and news with you by email and, on our website,
- To respond to misconduct and safeguarding concerns.

If the information we are processing is a special category of data (e.g. health/medical data), in addition to the legal bases identified above, we require a separate condition for processing this type of data. We would usually rely on your explicit consent but may also process this type of information include where the processing is required to establish, exercise or defend a legal claim, to comply with employment law or where there is a substantial public interest.

Transfers of data out of the EEA

We will not transfer or store your personal data outside the UK or the European Economic Area.

Individual rights

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

- To be informed about how your information is processed (set out above).
- To access any personal data held about you.
- To have your data rectified if it is inaccurate.
- To have your data deleted (except if there is a valid lawful reason to retain it).
- To have your information restricted or blocked from processing.
- To portability
- To object to direct marketing and any processing based on legitimate interests.
- To object to automated individual decision-making and profiling (we do not undertake these activities)

To exercise any of your rights or if you have any questions about our privacy policy please contact: The Chairperson, Mr D. Portas or the Secretary, Mrs E. Harrison.

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 0303 123 1113. www.ico.org.uk/

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine reason to need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality. We also have procedures in place to deal with any suspected data security breach and will notify you and the ICO of any personal data breaches in line with our legal obligations.

Changes to the privacy notice.

We keep our privacy notices under regular review. This privacy notice was published on May 23rd 2018 and last updated on May 23rd 2018. We may change this privacy notice from time to time, when we do we will inform you via email.