

Yorkshire Gymnastics Association Privacy Policy Statement – June 2018

Yorkshire Gymnastics Association (YGA) – the data controller, 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. Yorkshire Gymnastics Privacy Statement contains the following important information regarding the use of personal information.

- * What is personal information?
- * How Yorkshire Gymnastics collects personal information
- * How Yorkshire Gymnastics uses personal information
- * Who will use personal information?
- * When Yorkshire 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 YGA collects personal information

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

- The club registers to the region
- An individual transfers from a club
- The member enters or participates in an event or activity within the region
- The individual participates in a course as a member of the region or as a helper
- The individual or club requests information from YGA
- The individual or club provides information to YGA
- The individual or club data controller participates in a YGA survey

3. How Yorkshire Gymnastics Association uses personal information

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

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

Yorkshire Gymnastics Association will also share information with British Gymnastics the sports' National Governing Body, that provides our club insurance and annual membership services, and with specified third party providers when entering competitions, courses and events. Yorkshire Gymnastics Association will also share information with the Regional Technical Committee officers as required to complete the competitive transfer process as per the regions' protocol.

Yorkshire Gymnastics Association will definitely share information with statutory agencies when there are any safeguarding concerns about a child, vulnerable adult or where allegations or concerns about a person's suitability to be around children are raised. Any safeguarding concerns or poor professional conduct will also result in personal information of young people or adults being shared with British Gymnastics and or statutory agencies.

4. Who will use personal information

The Regional Secretary, club officials (chair, treasurer, secretary, welfare officer) and committee members may all have access to personal information of members or people of concern. The Regional Secretary will require names, qualifications of head or responsible coaches and names, addresses and training details (qualifications) of club officials to ensure compliance. The Welfare Officers may have access to details including any confidential records on file relating to individuals. The Regional Secretary will require information for the purpose of ensuring compliance for Governing Body membership, regional membership and financial records. External organisations including Technical Committees will be passed relevant information for competition entry, club transfer, course enrolment or accountancy compliance.

5. When we disclose personal information

YGA 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

Yorkshire Gymnastics Association 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 Yorkshire Gymnastics Association with personal information about children, YGA relies on that adult to make the individual aware that the information has been provided to the Region 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

Yorkshire Gymnastics Association 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. Yorkshire Gymnastics Association has implemented measures of a reasonable nature to ensure that all personal information is securely stored from misuse, loss and unauthorised handling.

7. Accuracy of personal information

Yorkshire Gymnastics Association 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 Regional Secretary. The member may also advise the Region at any time about possible breaches of privacy, or inaccurate, incomplete personal information, or data that may have changed. Members have the right to have their data deleted, restricted or blocked from processing.

This privacy notice is under regular review. It was published on 10th September, 2017 and last updated on 20th June, 2018. Any data breaches to personal data will be reported within 72 hours.