



## ASTRO GYMNASTICS PRIVACY POLICY & USE OF IMAGES

### PRIVACY POLICY

At Astro Gymnastics we take your privacy seriously and will ensure your personal information is kept secure. We provide gymnastics activities and are registered with Scottish Gymnastics and British Gymnastics who govern the sport and offer competitions and events in which we may participate.

#### **How we use information about you:**

We need to process information about you or your child for the following reasons:

- Contractual purposes

To provide the gymnastics activity you have requested, communicate with you about this activity, changes to our terms and conditions and to process payments (if relevant).

- Legitimate interests

To meet the legitimate aims of the club and ensure your child is well supported and safe whilst participating in gymnastics. This includes:

- Carrying out any relevant risk assessments:

- Some individuals may present with a medical condition that may be a risk of harmed from participating in gymnastics. It is vital that you share any relevant medical information. We will ask for your agreement to undertake any appropriate assessments.

- Identifying any reasonable adjustments and adaptations to support inclusion:

- If you or your child has a disability or any special needs, we will review the information you have provided to help us identify any actions we can take to support inclusion. We may need to ask you for more information to help us in this process.

- Responding to any comments, questions or complaints you may send us.

- Maintaining class attendance records and contact details for emergency purposes.

- Filming and taking photos for coaching purposes and/or to promote the club on our website, club social media account and in communications. All film and photos of children will only be published in line with our safeguarding policy.

You have the right to object to any of the above uses of your information by contacting us. Please note that in some cases, this may affect our ability to carry out the things we need to do for you to take part in gymnastics.

- Legal reasons

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

- Marketing

With your consent, we may send you information by email about club news, activities, products and opportunities that we think will be of interest to you. You can ask us to stop sending you this information at any point.

#### **Why we share your information:**

We will not share your information with any other organisations except with your consent or in exceptional/emergency circumstances where we believe that the sharing of information about you is vital to protect you, your child or another person.

If you/your child want(s) to enter a competition provided by an external organisation, we will share the information required to enter the event, usually name, DOB and gender. Most competitions are large events and there are likely to be photographers and people filming.



### **Individual rights:**

You have the right to see the personal information we hold about you. You can log in to Class for Kids at any time to view/amend/delete the information we hold about you on this system. We also use a management system – Manage my Club which holds limited information. You can also request a copy of any other information we hold by writing to us.

If we do hold other information about you, you can ask us to delete it or correct any inaccuracies. We will either make the requested amendments or provide an explanation as to why we are not making changes.

If you leave the club we will securely dispose of the registration form and all information from Manage My Club except where there is a legitimate and lawful reason to continue to hold your data. Gift Aid and other financial records will be held for 5 years 10 months, photography consent forms will be held for 3 years.

On leaving you can amend your club registration on Class for Kids and Scottish Gymnastics. If you do this, the information you have provided will be archived for 60 days. During this period, you can transfer your information to another club.

### **Changes to the privacy notice:**

We keep our privacy notices under regular review. This privacy notice was last updated on 28 June 2022. It is displayed on the notice board, website and our Class for Kids site.

## **ASTRO GYMNASTICS - USE OF IMAGES AND/OR WORDS**

In order for Astro Gymnastics to comply with general data protection regulations, it is necessary to obtain your consent to use your image or words for the purpose of promoting the club. You should only agree to Astro Gymnastics using your photograph, film or words if you feel completely happy to do so. Consent is obtained through Class for Kids on registration.

### **How we may use your photograph, film and words:**

Astro Gymnastics may use your photograph, film and words for the purposes of promotion, education and development of the club/sport e.g. to publicise events, in newspaper articles, social media, magazines and other media such as websites, information leaflets, electronic newsletters and presentations.

### **What if I change my mind?**

Once an article or image is published and in circulation (e.g. newsletters, website images) it can be copied and used by others. However, you can contact Astro Gymnastics at any point and ask us not to use your image or words for any new purposes. We will comply with this request and will also do our best to stop others using your image or words, although we cannot guarantee this. Please note that we will be unable to remove images that have already been used in publications or publicity material.

### **How long will the club retain my images?**

If you do not withdraw your consent, we will retain any images for three years. After three years, images will be reviewed and will be deleted unless they are considered to be of historical importance to the club and are retained as part of the club's archive.

Astro Gymnastics follow up to date guidelines on photography and internet use issued by Scottish Gymnastics which can be found on their website [www.scottishgymnastics.org](http://www.scottishgymnastics.org).