



PRIVACY POLICY

WEST LONDON GYMNASTICS has a data protection system in place to ensure secure processing of your personal data.

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1. Who are we?

WEST LONDON GYMNASTICS. You will find our contact details at the end of this Notice. We are the “data controller” for the purposes of GDPR. This means that we decide how your Personal Data is processed and for what purposes.

2. What information do we collect?

We will not collect any personal data from you that we do not need. The information we collect may include your name, address, email address, telephone number, child’s name, date of birth, child’s medical conditions (if any) and any communication preferences.

3. Why do we need your data?

The main purposes for which we collect and process your details are:

- To properly manage and administer your child’s membership information and process payments for the organisation we run.
- To inform you of club changes, class updates, news, events, activities or services which we think you might like to hear about.
- To share your contact details with officials and other authorised people and companies for the purpose of delivering the service we provide.

4. What is the legal basis for processing your personal data?

- You have given us consent to use your Personal Data for the purposes of registration and membership management. You can see that statement on your online account which is run through Classmanager and a copy is available on request.
- Where you have given us sensitive information (such as medical data), we will have asked for and you will have given us explicit consent to store and use that information. You always have the right to refuse to give us any information, particularly sensitive information.

5. How we store and collect your data

Your personal data is collected, stored and processed on our management system which was built by a third-party system (Classmanager), and is subsequently maintained and updated in the UK. This is a secure, password-protected system, and the data is stored on servers located in the UK.

Classmanager is a system which we deem to be adequately secure and performs their duties in compliance with European data protection regulations.

Our Membership Management system and our Visitor Management Systems are fully GDPR compliant. Please see www.classmanager.com

6. How long we store your data?

We will keep your information for no longer than we reasonably need. Usually, this will be for a period of 6 years in case of any legal claims or complaints.

Although your information may still be stored in archived materials. We remind you that you have a right to have your personal information deleted at any time.

7. Sharing your data

- We may share your personal data:
With all staff members.
- We may also disclose personal information where required or otherwise permitted by law.
- We will not share your data:
With third-party organisations for marketing purposes (unless you have specifically consented to this).
- Outside of the EU, unless it is done in compliance with European data protection regulations.

Any personal data we share is transferred securely.

8. Accessing your data and your rights

You can access and manage your details via your profile page in your online account. Please help us to keep your information up to date by editing your profile if your personal information changes or if you wish to correct it. If you are unable to do this, please send any requests to correct or complete your personal data to:

info@westlondongymnastics.uk

- You have a right to request the following:
A copy of the information that we hold about you
- To have your personal data erased
- To restrict the use of your personal data (i.e. allowing us to store your personal data but not use it)
- To have your data provided in Excel/CSV format in order to transfer it to another organisation.

Please submit such requests to: info@westlondongymnastics.uk

9. Queries and complaints

We try to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously.

We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures.

This privacy notice is intended as a brief and clear overview. We are happy to provide any additional information or explanation needed.

Complaints and enquiries about, or suggestions for improvements to, our data protection processes should be directed to: info@westlondongymnastics.uk

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office ico.org.uk

10. How to contact us

Please contact us if you have any questions about our privacy policy or information, we hold about you:

- By email to info@westlondongymnastics.uk
- By phone on 07731 393 422