



London Prestige Gymnastics Club - Privacy Policy

Last Updated: January 2024

Your privacy is of utmost importance to London Prestige Gymnastics Club, 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 notice. This notice applies to our members and any other individual who provides information when registering a child, e.g., someone with parental responsibility for the child.

About Us:

London Prestige Gymnastics Club aims to provide quality, affordable gymnastics classes to girls and boys aged 3 years and above in the Fulham area. We aim to be fully inclusive and enable children of all capabilities to develop their fundamental skills in a safe and fun gymnastics setting. We are a registered Independent Gymnastics Association club and subscribe to all their policies and procedures.

Our Privacy Notice Below Explains:

1. What information we collect about you.
2. How we use your information for contractual purposes.
3. How we use information about you for legitimate purposes.
4. Marketing practices.
5. Other lawful reasons for using information about you.
6. Why we share information about you.
7. How long we keep information about you.
8. Transfers of data out of the European Economic Area (EEA).
9. Your rights in respect of your personal information.
10. Changes to our privacy notice.
11. How to contact us.

What Information We Collect About You:

When you enrol or register as a London Prestige Gymnastics member or renew your IGA annual membership, we need to collect information about you. Some of this information is

essential for us to provide your membership. It is your choice whether you provide all the requested information.

- Your name (and the name of the child if they are under 16 or an adult without capacity to manage their own data) and preferred title.
- Date of birth and gender.
- Contact details (telephone, email, and postal address).
- Whether you are a competitive gymnast and the home country you would represent.
- Payment and transactional information.
- Records of communications from, to, or relating to you.
- Accident or incident reports.

As a member of London Prestige Gymnastics, and therefore Independent Gymnastics Association, you can access other activities and services. If you enter a IGA competition, we may need to collect additional information about you.

- Confirm that you hold a valid UK passport or Nationality if you are not a UK passport holder.
- Disability classification (if you are competing in a disability event).
- Photographs and video footage and results.

We may also be required to process additional information about you, including:

- Prior knowledge, skills, and experience and expectations.
- Emergency contact details.
- Medical, health, and disabilities information.
- Specific support needs.
- Dietary requirements and allergies.
- Clothing sizes.
- Social media messaging service contact details.
- Your feedback/evaluation of an activity.

In some cases, we will be unable to provide our services unless you provide the requested information.

How We Use Your Information for Contractual Purposes:

When you register as a London Prestige Gymnastics member and therefore a IGA member, we need to process your information because it is necessary to provide the service. This includes:

- Confirming that you have signed up for the service and informing you of arrangements relating to that service.
- Confirming that you comply with any enrolment requirements, including notifying us of any specific changes.
- Where relevant, telling you when it is time to renew or re-register.
- Processing payments or sending you receipts as required.

Medical Information and Disabilities:

- In order for us to provide the most appropriate activities and gymnastics for your child, we ask you to provide information about any relevant disabilities and medical conditions. We have a legal obligation under the Equality Act 2010 to make any reasonable adjustments for individuals with disabilities. We also have a duty of care to ensure it is safe for you or your child to take part in our activities. With your

explicit consent, we will review any information you provide and contact you for further information to understand how to meet your needs and complete any required risk assessments.

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:

- Disclosing your information to organisations affiliated or registered with Independent Gymnastics Association.
- Responding to your questions, requests, and support needs you raise in person or by telephone, email, or letter or via our website.
- Seeking feedback from you about our services.
- Understanding what other gymnastics activities or products are of interest to our members.
- Responding to complaints, concerns, or allegations about anyone involved in the delivery of gymnastics activity at London Prestige Gymnastics.

You have the right to object to any of the processing we undertake based on legitimate interests based on your own individual circumstances.

Marketing:

With your consent, we will use your email address to send you the latest news and information about London Prestige Gymnastics that we believe may be of interest to you. It is our legitimate interest to ensure that we only send you information that we believe will be of interest to you. By looking at the information provided on your enrolment form and any other relevant personal information you have provided, we can identify news, offers, and services that are most likely to be most relevant and will meet your needs.

These communications will include relevant newsletters, information about opportunities, products, services, and events. If you agree to marketing and later change your mind, you can opt out at any point by emailing us. Please note that you may still receive communications for a short period after emailing us, but this will stop as soon as our systems are updated.

Other Lawful Reasons for Using Information About You:

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

Accounting, auditing, compliance, and administration practices.

Maintaining records of amendments to consents and creating suppression lists to ensure people who object to processing are excluded from the relevant processing activity.

Special Categories of Personal Data:

Special categories of personal data are a category of information that is more sensitive and requires greater protection. Some of the information we process falls into this category (e.g., health/medical data or any information you provide to us about a disability and some equality profile data). It is unlawful for organizations to process this type of information

unless an additional legal condition applies. We will only process this type of information if one of the following applies:

- We have your explicit consent or you have made the information public.
- We are required to do so to establish, exercise, or defend a legal claim.
- We are required to do so to comply with employment or social security or social protection law.
- There is a substantial public interest in doing so.

Why We Share Information About You:

We may need to share limited personal information with the following organisations:

- Statutory/regulatory authorities and other organizations.
- Professional and legal advisors.
- How Long We Keep Information About You:
- We will retain your personal data only as necessary to provide the services to which you have subscribed or where we have another legitimate and lawful reason to do so. At your request or if you do not renew your enrolment within two years, we will delete any information that we no longer have a reason to retain, unless you ask us not to. We retain some information to comply with our legal obligations, such as financial/accounting records, which need to be retained for six years in line with UK tax law.

We need to retain sufficient information about you in the event of an insurance claim in the future so that we can identify you and confirm that you were a member of the club for the relevant period. We may need to retain other information to comply with legal or statutory requirements, some of which are highlighted in this notice. In addition, we may also need to retain information relating to your conduct as part of our regulatory responsibilities, the times of which will vary depending on the nature of the concern and whether this poses any potential risk to others associated with these concerns.

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.
- 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 object to any processing based on legitimate interests.
- To object to your personal information being used for direct marketing activities.

To exercise any of these rights or if you have any questions about your membership at London Prestige Gymnastics Club, please contact us using the details provided below. While we hope to be able to resolve any concerns you have about the way that we are processing your personal data, you have the right to lodge a complaint with the Information Commissioner's Office (ICO) if you believe your data has been processed in a way that does not comply with the GDPR or have any wider concerns about our compliance with data

protection law. You can do so by calling the ICO helpline on 0303 123 1113 or via their website.

Changes to Our Privacy Notice:

We keep our privacy notices under regular review. This notice was last updated on January 05, 2024.

How to contact us

We hope that you have found this information helpful but if you have any questions or concerns, please contact Lauren Preece who will be pleased to help you.

info@londonprestigegymnastics.co.uk