

Appendix 2 - Privacy Policy

Robin Hood Gymnastics privacy notice

At **Robin Hood Gymnastics** we take your privacy seriously and will ensure your personal information is kept secure. We provide gymnastics activities and are registered with 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.

- 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 harm 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, SMS or via social media, 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 by **emailing us**.

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, with your agreement, 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 'My Account' any time to view/amend/delete the information we hold about you on this system. This is the account you set up to register for classes. 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, you can amend your club registration by logging into 'My Account'. The information you have provided will be deleted, except where there is a legitimate and lawful reason to continue to hold your data. In the absence of a legitimate and lawful reason to retain any other information we hold about you, this will be deleted after 12 months, unless you re-join the club within that period.

When leaving **Robin Hood Gymnastics** and if you no longer wish to receive marketing information via our third party marketing provider 'Mailchimp.com', please unsubscribe from the mailing list by clicking the link on any newsletter email.

When leaving **ROBIN HOOD GYMNASTICS** please notify **ROBIN HOOD GYMNASTICS** via email (info@robinhoodgymnastics.co.uk) and we will delete all personal records (with the exception of any payments made for accounting purposes) kept by **Robin Hood Gymnastics** on loveadmin.com who hold data as our third party. Members should log into their accounts and cancel their direct debit payments should they wish to leave the club. Please contact London & Zurich, who hold data as our third party directly if you wish them to remove your data from their London & Zurich system.

Security:

We are committed at **Robin Hood Gymnastics** that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and management procedures to safeguard and secure the information we collect online.

Only paid employees, contractor coaches and Directors of **Robin Hood** have access to personal records kept on site. All records are kept in a locked cabinet and no details are taken home by staff.

Changes to the privacy notice:

We keep our privacy notices under regular review. This privacy notice was last updated by **Robin Hood Gymnastics** on 6th July 2020. **Robin Hood Gymnastics** privacy may change so please review notice boards regularly.

If you have any queries at all, please email:- info@robinhoodgymnastics.co.uk

In relation to the RHGC privacy policy please see the notice below regarding:

Photography Consent for Public Events, Robin Hood Gymnastics, Ellesmere Court, Haydn Road, Sherwood, Nottingham NG51DX.

Crowd release for Robin Hood Public Events including, Festivals, Displays, Competitions and all other special Media Productions and Events

By entering and by your presence here during our public event (Robin Hood Gymnastics), you consent to be photographed, filmed and/or otherwise recorded. Your entry constitutes your consent to such photography, filming and/or recording and to any use, in any and all media throughout the universe in perpetuity, of your appearance, voice and name for any purpose whatsoever in connection with the production of such media for any marketing, commercial or editorial purposes or campaigns.

You understand that all photography, filming and/or recording will be done in reliance on this consent given by you by entering Robin Hood Gymnastics Facility, Haydn Road, Sherwood, NG51DX. If you do not agree to the foregoing, please do not enter this area.