

NWG Privacy Notice

This Privacy Notice explains how we collect, use, store, and protect personal data in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. This notice should be read in conjunction with our other club policies.

1. Who We Are

- We are the data controller responsible for the personal data collected and processed in connection with our activities.
- If you have any questions about this Privacy Notice or how your data is handled, you may contact the club using the contact details provided on our website.

2. What Personal Data We Collect

We may collect and process the following types of personal data:

- Parent/carer details (including name, address, email address, and telephone number);
- Gymnast details (including name, date of birth, gender, and membership information);
- Emergency contact information;
- Medical or health information relevant to safe participation;
- Payment and billing information;
- Attendance, progression, and membership records;
- Communications sent to or received from the club.

3. How We Use Personal Data

We use personal data to:

- administer memberships, bookings, and waiting lists;
- deliver gymnastics sessions safely and effectively;
- communicate with parents, carers, and members;
- manage payments, billing, and refunds;
- comply with safeguarding, health and safety, and insurance requirements;

- improve our services and manage club operations.

4. Lawful Basis for Processing

We process personal data under one or more of the following lawful bases:

- performance of a contract;
- compliance with a legal obligation;
- legitimate interests of the club;
- consent, where required (for example, for certain photography or marketing activities).

5. Special Category Data

- Medical and health information is treated as special category data and is processed only where necessary for safeguarding and safe participation.
- Such data is handled with additional care and appropriate security measures.

6. Sharing Personal Data

- Personal data may be shared with staff and coaches on a need-to-know basis.
- We use BARS (British Gymnastics' membership and booking system) to manage memberships, registrations, payments, and attendance records.
- Personal data may be shared with British Gymnastics via BARS where required for membership, insurance, safeguarding, or compliance purposes.
- We may also share data with insurers, regulators, or professional advisers where required.
- We do not sell personal data to third parties.

7. Data Storage & Security

- Personal data is stored securely and accessed only by authorised individuals.
- We take reasonable technical and organisational measures to protect data against loss, misuse, unauthorised access, or disclosure.
- Data is retained only for as long as necessary for the purposes for which it was collected or as required by law.

8. Your Rights

You have the right to:

- access your personal data;
- request correction of inaccurate or incomplete data;
- request erasure of data where applicable;
- restrict or object to certain processing;
- request data portability;
- withdraw consent where processing is based on consent.

Requests can be made by contacting the club using the details on our website.

9. Cookies & website Use

- Our website may use cookies to improve functionality and user experience.
- Further information about cookies will be provided on our website where applicable.

10. Complaints

- If you have concerns about how your data is handled, you are encouraged to contact the club in the first instance.
- You also have the right to lodge a complaint with the Information Commissioner's Office (ICO).

11. Updates to This Notice

- This Privacy Notice may be updated from time to time to reflect changes in law, guidance, or our practices.
- The most up-to-date version will always be available on our website.