

Privacy Notice – Website & Communications

This Privacy Notice takes effect on 25 May 2018

Your privacy is extremely important to Aylesbury Gymnastics 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 outlines how we process personal information when you send communications to us. Aylesbury Gymnastics is the sole controller of the information provided for these purposes and will only use your information in accordance with this notice if you hold current Aylesbury Gymnastics membership.

Information we collect about you when you Join our Club

You do not need to give us any information about yourself to view the Aylesbury Gymnastics website

Our website contains links to other third-party websites and we also participate on social media websites including, but not limited to Facebook, Twitter, YouTube and Instagram. We may share content from websites such as these on our websites; however, we do not control the privacy practices of such websites. For further information, you should refer to the relevant website's privacy policy.

Our website provides access to some other services, including the option for you to become a British Gymnastics member.

If you communicate with us through our website for another reason, we usually collect:

- Your contact details (as required to provide a response)
- Details of your request, query or concern

How we use information about you for legitimate purposes

We process personal information about you for the following purposes where we have a legitimate interest to do so:

Responding to questions, feedback and requests for information or support

Responding to specific requests for information
Monitoring the effectiveness of our website and communications

Responding to complaints about the Aylesbury Gymnastics website

Responding to expressions of interest in becoming a gymnastics volunteer

Responding to requests to recognise the efforts of a volunteer

You have the right to object to any of the processing which we undertake based on legitimate interests depending on your own individual circumstances. We will stop processing your personal data unless we can demonstrate compelling legitimate grounds for the processing, which override your individual interests, rights and freedoms or we need to continue to process your information in connection with a legal claim. If you wish to object to any of the processing activities we undertake based on legitimate interests, you can contact the club officer. Please bear in mind that in some cases, if you object this may affect our ability to carry out the tasks above for your benefit.

Why we share information about you

Except in the ways outlined above, we will not share any information you have provided without your consent, unless there is a legal or other legitimate reason to do so or it is necessary to provide the service you have requested.

Where it is necessary to share your personal information, we will limit the personal data that we share to the minimum required to provide the service and the provider will only be able to use personal data for the specific purposes for which it was shared. If we stop using the service we ensure your data is deleted or securely returned to us.

How long we keep information about you

We will retain your personal data as long as is necessary to provide the services to which you have subscribed, or where we have another legitimate and lawful reason to do so. In addition to the retention periods highlighted in relevant areas of this notice, we may need to retain some information to comply with our legal obligations such as financial/accounting records which need to be retained for six years from the end of the relevant tax year.

As the reason for retaining certain types of information varies, retention periods can vary significantly. Please contact our Data Protection Officer (DPO) if you require any further information on specific retention periods.

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**
We hope that the information in our privacy notice has achieved this but please contact our DPO if there is any additional information you require.
- **To have your data deleted (except if there is a valid lawful reason to retain it)**
You have a right to request the deletion of your information in advance of our standard retention periods. We will delete this information unless there is a lawful reason for the information to be retained.
- To exercise any of these rights or if you have any questions about our Membership Privacy Notice please contact our Data Protection Officer (DPO) on the contact 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 gym office 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 emailing aylesburyga@gmail.com

Changes to the privacy policy

We keep our privacy notices under regular review. This notice was last updated on 25th August 2018.

How to contact us

We hope that you have found this information helpful but if you have any questions or concerns, please contact our Data Protection Officer (DPO) who will be pleased to help you. At the email – ayleaburyga@gmail.com

