



## **Privacy policy for Participants**

### **Identity of controller:**

Bounce & Flex is the data controller and is committed to complying with our legal responsibilities under data protection law. We take your privacy seriously and will ensure your personal information is kept secure.

When we collect, use, share, retain or do anything else with your personal information (known collectively as 'processing') we are regulated under the General Data Protection Regulation (GDPR) and are responsible as 'controller' of your information.

This information applies to you if

- are an existing participant or prospective participant of our club
- a parent/guardian of a participant of our club
- volunteer/coach of our club existing or prospective

It is important that you read this carefully as it contains key information about how we use your personal data and your associated rights.

### **How we use and collect your data**

We will collect your information via paper forms and Microsoft Forms (GDPR compliant). All information is stored securely and only Ashleigh Lock has access to these details.

We will use your information for the following reasons below:

- to contact you in an emergency
- to contact you with information and notifications via text or email regarding fees
- to contact you regarding any events/ class changes or cancellations
- we will consult the registration forms to make sure that the environment is safe and secure to anyone with additional needs i.e disability or allergy.
- We ask for details from you regarding disabilities, allergies, injuries, medical conditions because we are legally obliged to and to ensure that we make the provision inclusive and safe.
- Under the Equalities Act 2010 we have a legal obligation to ensure we are inclusive and provide opportunities to all where it is practicable. We will ask for this information during registration and consult this to adapt our sessions to make them fully inclusive. We will update and note the steps we have taken to do so.
- Photos/videos taken of gymnasts to share with parent/guardian for training purposes would only be shared with the parent in which has signed the registration form and have consented to receiving these
- Photos/videos may be shared on our website but again with prior permission on point of contact of the participant. All videos recorded by club will be deleted immediately after being shared with point of contact
- We would only process sensitive information i.e disability, religion or age if
  - You have given your explicit consent or have made this 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

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substantial public interest in doing so; or • It is in your vital interests and you are unable to provide consent e.g. if you are unconscious or do not have sufficient mental capacity.

**Our legal responsibilities:**

Complying with legal and/or regulatory responsibilities. We may be required to share information with bodies such as Her Majesty's Revenue & Customs (HMRC), Health & Safety Executive (HSE), Police and Information Commissioner's Office (ICO). We may also share information with other organisations to safeguard children. Any information that is shared will be strictly limited to what is required to ensure children are protected from harm and will be carried out in accordance with the law and relevant government guidance.

You have every right to withdraw your consent on registration forms at any time but this may affect the participation of your child attending Bounce & Flex. This withdrawal must be sent in the form of an email to Ashleigh Lock at [Bounceandflex@hotmail.co.uk](mailto:Bounceandflex@hotmail.co.uk). A discussion will take place on how to proceed without the required information.

**Security arrangements to protect data and retention period**

All written data is filed and locked in a secure cabinet which only Ashleigh Lock (club owner) has access to. Other forms and emails may be emailed to [bounceandflex@hotmail.com](mailto:bounceandflex@hotmail.com) or through Microsoft Forms which are GDPR protected and can only be accessed by Ashleigh Lock for the above purposes. We hold all personal information for 2 years after submission for business and accounts purposes, even if you have left the club.

Your data is collected so that as a club we can ensure that the club meets the participants needs correctly i.e age, ability, disability when planning our sessions and a safe and effective environment by collecting emergency contact details etc. If a registration is incorrectly filled out or unsigned we may not allow your child to participate as this would breach our health and safety policy.

Your data will never be shared without your consent and will only be used for the above purposes.

**Individuals rights and information about the your right to complain to supervisory authorities (i.e. the ICO):**

You have rights under the data protection law to access any data held about you and to be informed about how your data is processed (see above)

You have the right to rectify your data at anytime and to have it destroyed if requested otherwise we would hold information for up to 2 years after you have left the club. Videos and photos will be deleted straight after being shared with the relevant point of contact for the participant but image and videos on the website may be shared with prior consent for up to 5 years. Again if requested the images and videos can be removed from the website immediately and destroyed.

If you have queries or concerns, please contact them at [dpo@ico.org.uk](mailto:dpo@ico.org.uk) and they'll respond. If you remain dissatisfied, you can make a complaint about the way we process your personal information to them as the UK supervisory authority.

We will review this policy along with all our other policies annually unless a circumstance arises in which case we will update when necessary