**Gryphon West Privacy Policy**

**What information we collect about you and how we obtain it**

When you register as a Gryphon West Gym club member or renew your membership (or you register or renew on behalf of your child or on behalf of an adult who does not have the capacity to manage their own personal data), we need to collect information about you. Some of this information is essential for us in order to provide your membership but it is your choice whether you provide all the information we have requested. If you don’t provide this information, it may affect our ability to provide all the membership benefits to you.

• Member name (and account holder name if you are registering on behalf of someone) and preferred title.
• Date of birth and gender.
• Contact details (telephone, email and postal address).
• Details of any assistance accessed to complete registration independently
• Confirmation that a member over 18 does not have the mental capacity to complete the membership process.
• Role(s) you undertake in the sport e.g. parent, gymnast, coach, judge, club manager and welfare officer.
• Whether you are a competitive gymnast and the home country you would represent.
• Name of any club(s) to which you wish to be attached (if this is required).
• The nature of your participation in the sport. This includes the number of hours and days you spend participating in the sport and the type of gymnastics in which you/your child participate(s).
• Your equality profile (or the member’s profile if you are registering on someone else’s behalf). This includes sex, disability etc
We also collect the following other information about you. Most of this information will come directly from you (or someone with authority to act on your behalf).

• Payment and transactional information (if you are paying for your own membership.
• Accident or incident reports.
• Details of gymnastics qualifications/awards you hold and training you have completed.
• Details relating to criminal record checks (disclosure number and date of the check).
• Details of concerns raised about your conduct, including safeguarding concerns and alleged breaches of our rules.

If you participate in other activities such as volunteering, competitions, festivals, clinics and courses, we will also process other information about you which could include:
• Photographs and video footage.
• Scores and results.
• Role preferences and availability.
• Your emergency contact details.
• Medical and health information.
• Disability type and classification details.
• Specific support needs and adjustments.
• Gymnastics related education information.
• Dietary requirements and allergies.
• Clothing sizes.
• Feedback/evaluation of an activity.

In some cases, we will be unable to provide our services unless you provide the requested information, but we will tell you at the point of collection if any of the information we are requesting is optional.

Sources of information
Although most information is provided by you, we receive information from other sources including:
• In a nomination form or reference for an award or role within the club.
• In a communication, complaint or allegation or as part of a witness statement.
• In information provided by a statutory authority or regulator such as the police or social care.
• In a publicly accessible source e.g. a website, on social media or in a media publication.
• By another organisation with your consent.
• In video footage provided as evidence of prior coaching experience or performance level.
• In photographs provided by a Gryphon West Gym club authorised photographer.

**Our legal reasons for processing your personal information**

We will only use information about you when we have a lawful reason to do so. When we process your information, we rely upon one of the following lawful reasons:
• To comply with a legal obligation;
• To perform a contract with you or to take steps at your request before entering into a contract with you;
• To protect your vital interests or those of another individual;
• When it is in our legitimate interests or those of another third party, providing that these interests are not overridden by your own interests and rights; and
• With your consent.
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 organisations to process this type of information unless an additional legal condition applies.

For certain events or activities, we ask you to provide information about any relevant disabilities and medical conditions. We do so because we have a legal obligation under the Equality Act 2010 to make any reasonable adjustment for individuals with disabilities who need this to be able to access the requested service. We also have a duty of care to ensure it is safe for you or your child to take part in our activities and to keep you/them safe while participating or in an emergency. With your explicit consent, we will review any information you provide and if required we will contact you for further information to enable us to understand how to meet your needs and to complete any required risk assessments. In most cases, we will only retain this information for six months after the event, unless there is another lawful reason why we need to continue to hold this information e.g. for insurance or other claims purposes.

Unless we have your explicit consent, we will only process special category data if one of the following applies:
• If 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 to give your consent;
• If we are required to do so to establish, exercise or defend a legal claim; or
• If there is a substantial public interest to do so. Schedule 1 of the Data Protection Act 2018 identifies the following substantial public interest conditions that we rely upon:
        - Equality of opportunity or treatment;
        - Support for individuals with a particular disability or medical condition
        - Safeguarding of children and individuals at risk
        - Standards of behaviour in Sport