

GDPR COMPLIANCE - PRIVACY NOTICE

GDPR stands for General Data Protection Regulation and replaces the Data Protection Directives previously in place. GDPR states that personal data should be 'processed fairly and lawfully' and 'collected for specified, explicit and legitimate purposes' and that an individual's data is not processed without their knowledge and only processed with their 'explicit' consent. GDPR covers personal data relating to individuals. Ashtead Gymnastics is committed to protecting the rights and freedoms of individuals with respect to the processing of all relevant personal data.

GDPR details the following 7 rights regarding individuals' data.

1) The right to be informed.

To carry out the functions provided by ASHTEAD GYMNASTICS, personal data is gathered regarding students, parents/carers, visitors, those working as members of staff and other relevant individuals. To ensure the welfare of all concerned, ASHTEAD GYMNASTICS needs to obtain and maintain up to date records of student names, addresses, dates of birth and classes attended. To facilitate the above and liaise with parents/carers or other relevant individuals we need to obtain and maintain details of named individuals who are responsible for the student, their telephone numbers, email addresses and home addresses. We also need to obtain and maintain records of any idiosyncratic information around students who have SEN or medical issues to ensure their welfare. Regarding competitions, the student's name and date of birth are shared.

ASHTEAD GYMNASTICS is required to obtain and maintain data on staff working with us such as names, addresses, email addresses, telephone numbers, dates of birth, National Insurance numbers, photographic ID such as passport and drivers' licences and bank details. This information is also required for Disclosure and Barring Service checks (DBS) and proof of eligibility to work in the UK. DBS numbers and date of issue are also held on such records.

ASHTEAD GYMNASTICS uses Cookies on its website to collect data for Google Analytics, this data is anonymous.

2) The right of access.

At any point an individual can make a request relating to obtaining details of their data, or the data of their child, held by ASHTEAD GYMNASTICS, and we will provide a response without undue delay and in any case within 1 month. ASHTEAD GYMNASTICS can refuse a request if we have a lawful obligation to do so, and we will inform the individual of the reasons for the refusal. The individual will have the right to complain to the ICO if they are not happy with the decision.

3) The right to erasure.

Any individual has the right to request the deletion of their, or their child(ren)'s, data where there is no compelling reason for its continued use. However, ASHTEAD GYMNASTICS, in certain circumstances, has an obligation to keep students' and parents'/carers' details for a reasonable time. For example, records in relation to injuries, complaints and circumstances which may reasonably be thought to lead to an investigation. ASHTEAD GYMNASTICS may retain these records indefinitely

pending regular review. This data is archived securely electronically and/or physically and shredded after the legal retention period.

4) The right to restrict processing.

Parents/carers, students, staff and other relevant individuals can object to ASHTEAD GYMNASTICS processing their data at any stage and ASHTEAD GYMNASTICS will cease to do so. The data will be stored but will not be used in any way.

5) The right to data portability.

Parents/carers, students, staff and other relevant individuals may request that the data held by ASHTEAD GYMNASTICS may be provided to them in a format which can be easily transferred to another party. ASHTEAD GYMNASTICS will comply with such requests without undue delay and in any case within 1 month.

6) The right to object.

Parents/carers, students, staff and other relevant individuals can object to their data being used for certain activities like marketing or research. ASHTEAD GYMNASTICS will never provide personal data for research purposes, and any marketing will be restricted entirely to the activities of ASHTEAD GYMNASTICS and opportunities therein.

7) The right not to be subject to automated decision-making including profiling.

Marketing organisations use automated decision-making and profiling. ASHTEAD GYMNASTICS does not use personal data for such purposes.

Storage and use of personal information:

Electronic copies of such documents are kept securely, on a computer which is password protected and stored in a building occupied by a responsible staff member. These copies are deleted after any retention period.

In full compliance with the responsibilities of the data protection act, information will be shared where there is a “vital interest” with relevant authorities (such as Police or safeguarding organisations), or in relation to general safeguarding issues if they arise. All such instances will be fully compliant with relevant data protection legislation.

ASHTEAD GYMNASTICS stores personal data held in photographs and video clips, unless relevant individuals or their parents/carers have chosen not to opt in to allowing such media to be recorded or shared. No names are stored with images in photo albums, displays, on the website or on ASHTEAD GYMNASTICS’ social media presence. If a relevant individual or their parent/carer has opted in allowing images and videos of them or their child(ren) to be shared on social media (without being identified by ASHTEAD GYMNASTICS) said images and videos may be shared in relation to such instances as (but not limited to) show performances, highlighting achievements and general demonstrations of class activity. It must be noted, however, that ASHTEAD GYMNASTICS is entirely unable to prevent others from identifying the images of the children in such circumstances as comments and/or posts. For example, if an unidentified image of a student is posted with a trophy, others may comment offering congratulations with the student’s name – the risk of

this occurrence must be acceptable to the relevant individual or their parent/carer if they are to opt in. ASHTEAD GYMNASTICS is not responsible for third party posts on social media platforms, however we endeavour to police our social media platforms for any inappropriate comments/posts etc and take appropriate action.