

# North East Gymnastics Academy

## Privacy Policy.

### North East Gymnastics Privacy Notice:

Your privacy is extremely important to North East Gymnastics. We are fully committed to providing you with clear and transparent information about how we use your personal information and 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.

You can contact our Data Protection Officer (DPO) at [abbie.northeastgymnastics@gmail.com](mailto:abbie.northeastgymnastics@gmail.com) if you have any questions.

This notice applies to our members, which includes gymnasts, coaches, judges, welfare officers and other club officials. It also applies to any other individual who provides their information when registering a member e.g. someone with parental responsibility for the member.

We provide additional privacy notices for members who are also:

- Non Members, attending a one off session or camp
- Applying to work for us
- Employed by us.
- Have a contract for services with us.
- Are a representative of a club, affiliated or partner organisation.

### About North East Gymnastics:

North East Gymnastics is a not-for-profit organisation which delivers gymnastics to members of the local community of all ages and abilities.

Here at North East Gymnastics, we pride ourselves for offering gymnasts to all ages and abilities and offering equal opportunities to all, the Academy offers free play sessions, Pre School, Recreational gymnastics but predominantly specialises in TeamGym, where we have European Medalists as well as British Champions training amongst us.

The club was established in 2017 as a community group, and formed into a limited company in 2020. Our focus is promoting a fit, active and healthy lifestyle and offer opportunities to the wider community.

We are proud to support local schools and groups, working alongside these organisations allows children and adults to try a new sport, which can help promote health and fitness as well as improving mental wellbeing and creating new participation opportunities as well as potential volunteering or employment roles.

#### **Affiliated organisations:**

North East Gymnastics are affiliated to the below organisations

- British Gymnastics
- North of England Gymnastics Association

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

When you create an account on our membership system, (or on behalf of your child or an adult who does not have sufficient mental capacity to understand the process), we need to collect the following information about you:

- Member name
- Parent name (if the member is under the age of 18)
- Date of birth and gender.
- Contact details (telephone, email and postal address).
- Username
- Password
- Emergency contact details
- Payment and transactional information
- Any communication and marketing preferences
- If your child or adult has any medical conditions

Your account is web-based and it is your responsibility to save your username/email and password. Our system does not allow us to make personal changes, this must be done by the membership owner.

- Records of communications, when you have received and opened emails for our system
- Medical information that you believe is relevant to share.

- Any accident or incident reports that involves you or your child taking part or at a North East Gymnastics event.
- Details of gymnastics qualifications/awards you hold and training you have completed if you're a volunteer or employee.
- Details relating to criminal record checks (disclosure provider, disclosure number and date of the check), ID documents and any criminal offences information (convictions, cautions or official information and warnings) and other relevant additional information e.g. references from former employers or information from probation services.
- Details of concerns raised about your conduct, including safeguarding concerns, alleged breaches of our rules and drug use/doping concerns.

#### Other reasons for collecting information about you

If you participate in gymnastics, volunteering, competitions, festivals, clinics and courses, market research or are involved in a safeguarding or conduct investigation, we will also process other information about you which could include:

- Passport details.
- Nationality.
- Identification documents such as driving license or birth certificate.
- Photographs and video footage.
- Scores and results.
- CVs, including information about relevant prior knowledge, skills and experience.
- Role preferences and availability.
- References.
- Your emergency contact details.
- Medical and health information.
- Disability type and classification details.
- Specific support needs and adjustments.
- Education and lifestyle information.

- Dietary requirements and allergies.
- Clothing sizes.
- Social media account ID and messaging service contact details.
- Feedback/evaluation of an activity or service.
- Statements and interview notes and recordings.

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.

#### Other sources of information

Although most information is provided by you, we also receive information from other sources including:

- 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, social care or UK Anti-Doping.
- By a British Gymnastics
- By another organisation with your consent.
- In video footage provided as evidence of prior coaching experience or performance level.
- In photographs provided by authorised photographers at event's
- DBS checks.

#### **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 and criminal convictions/offences data

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 and/or information about criminal offences if one of the following applies:

- For archiving, research and statistical purposes;
- 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;
  - Racial and ethnic diversity at senior levels of organisations;
  - Regulatory requirements relating to unlawful acts and dishonesty etc.
  - Support for individuals with a particular disability or medical condition

- Safeguarding of children and individuals at risk
- Anti-doping in Sport
- Standards of behaviour in Sport

### How we use your information for contractual purposes

When you register as a member or ask us to provide another service such as a competition or non-competitive event, we need to process your information because it is necessary to provide the service. This includes:

- Confirming that you have signed up for the service and to inform you of arrangements relating to that service;
- Confirming that you comply with any registration/entry requirements and terms and conditions, including notifying you of any specific changes;
- Where relevant, telling you when it is time to renew or re-register;
- Informing you of results where applicable and sending certification;
- Processing payments or sending you receipts as required.

Additional information about specific services is provided below.

When you register as a member or ask us to provide another service such as a competition or non-competitive event, we need to process your information because it is necessary to provide the service. This includes:

- Confirming that you have signed up for the service and to inform you of arrangements relating to that service;
- Confirming that you comply with any registration/entry requirements and terms and conditions, including notifying you of any specific changes;
- Where relevant, telling you when it is time to renew or re-register;
- Where relevant, informing you that your membership will automatically renew;
- Informing you of results where applicable and sending certification;
- Processing payments or sending you receipts as required.

Additional information about specific services is provided below.

## Registering as a member

When you register as a member of North East Gymnastics, we will set up your membership account and use your email to send you electronic confirmation of your membership, and any other relevant information.

We will use your information to provide you with our core member services, any communications will be relevant, timely and not excessive. We are not required to share any information about you with our insurers or brokers unless you make a claim or are a named party in an accident or incident that gives rise to a claim.

There are some circumstances where appropriate individuals complete the registration process on behalf of the member e.g. someone with parental responsibility on behalf of their child or a responsible adult for a member who does not have sufficient mental capacity to complete the process on their own. Some of our members or parents may have sufficient understanding of the process but need some assistance to complete the process e.g. reading the questions and privacy information, translation etc.

If an account has been set up by a parent and is subsequently reassigned i.e. transferred from the parent to the actual member, any details of the previous account holder will be deleted at the same time.

## Member safeguarding requirements

If you want to become a coach or act as a welfare officer or any other relevant position, you will need to complete specified mandatory training and criminal record checks. We need to process your information to confirm that you have completed the training and to facilitate the check and assess any information that is disclosed on the check.

If you undertake a coaching/judging/welfare role in North East Gymnastics complete safeguarding training, we may need to request evidence to confirm you have completed the required training. UK Coaching, who is the main British Gymnastics-approved safeguarding children training provider, will, with your agreement, inform British Gymnastics when you have completed or refreshed this training.

We have a legal obligation to ensure that our members who are over 16 and work or volunteer with children and/or adults at risk have completed a criminal record check and ensure they are suitable to do so. The Safeguarding Vulnerable Groups Act 2006 or Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 provides the legal framework for preventing people who are deemed unsuitable to work with children and/or adults at risk from gaining access to them through their work or voluntary activities. The Act, amended by the Protection of Freedoms Act 2012, provides the legal definition of regulated activity with children and adults (i.e. work that a person who has been barred must not do). Our [Use of Criminal Records](#)

[Checks Policy](#) outlines the specific roles where a check is required as a condition of a coaching/volunteering membership.

In England and Wales criminal record checks and barring decisions are the responsibility of the Disclosure and Barring Service (DBS).

Click here for the DBS [Privacy notice](#)

If you have been resident in the UK for fewer than six months, you will need to provide a copy of your criminal record certificate from the country where you were last in residence.

When you apply for a criminal record check, it is necessary to verify your identity. This verification is usually carried out by a designated club official. Access NI requires us to retain copies of your ID documents e.g. your passport, birth certificate, driving licence, utility bill etc. for 90 days after the date of issue of the certificate. After this period, these copies are securely destroyed. The DBS does not require copies of ID documents to be retained. British Gymnastics will then contract First Advantage to provide an electronic DBS service on our behalf.

British Gymnastics will receive confirmation that the check is clear and will be provided with the disclosure number and date of issue. If the disclosure is not clear, British Gymnastics will ask you to provide a copy of your disclosure certificate and will assess the risk that you may pose to others and whether we need to implement any specific controls to minimise any risk. This can require British Gymnastics to contact other agencies to obtain further information such as probation services, which they will only do with your consent. British Gymnastics will may disclose information to us. You will be consulted as part of any assessment carried by British Gymnastics and will be fully informed prior to any information being disclosed to us. Any criminal records information and other information obtained in connection with an assessment of the disclosed content will be deleted within six months of the date of the check unless the assessment and decision has not been concluded in this time period.

## Medical Screening

Some individuals may be at risk of significant harm from participating in gymnastics activity due to a pre-existing condition. In consultation with BG and insurers there are identified groups of people who may need to be screened by a medical professional prior to taking part in gymnastics activity. As we have a duty of care in this regard, we have a legal obligation to ensure relevant individuals are screened before participating. With your explicit consent, we will review the information you have provided to confirm whether it is safe for you to participate in gymnastics. We will contact you, as necessary, if we have any questions relating to the information provided and to advise you of the screening outcome. We will not use your information for any other purposes unless it is required in connection with a legal process or insurance claim. The screening form will be retained as long as you are a member of the Academy. If you do not become a member or your membership



lapses, we will delete the screening form after 12 months unless there is a legitimate and lawful reason to retain this information.

### **Gymnastics competitions**

As a member, with your agreement, we can enter you into a British Gymnastics competitions, as well as local and regional events/competitions. We will use your membership information to confirm you have been entered in the correct category and meet any other relevant entry criteria for the event, we will also use your British Gymnastics membership information such as BG number to enter you into these events for insurance purposes. This involves the processing of information about your age, gender, performance, qualification and nationality. Where you have not met the required performance level for a legitimate reason, some competition rules also allow for the submission of video evidence.

Where an event has a restriction based on nationality, we will need to confirm with British Gymnastics that you are a UK passport holder. If you are not a UK passport holder, BG will check your address and length of membership as gymnasts who do not hold a valid UK passport may be eligible to compete in some events if their sole or main residence is in the UK and they have held British Gymnastics membership for at least one year prior to the date of the competition. Non-British gymnasts may be able to enter some competitions as a guest.

### **Competitions for members with disabilities**

To take part in our competitive programme for people with disabilities, you need to have your disability classified by a medical practitioner who will need to provide details of any formal diagnosis and select the classification profile that best reflects the type and level of your impairment. With your explicit consent, British Gymnastics will use the information to register your disability classification details and confirm your eligibility for any British Gymnastics Disability Competitions you enter and to ensure we support your needs when you enter an event. We may need to contact you, if we have any questions relating to the information you have provided or the support you require. Your classification details will be retained while you are a member of British Gymnastics. If you do not become a member or your membership lapses, we will delete your classification information after 2 years unless there is a legitimate and lawful reason to retain this information.

### **Promotions, prize draws or competitions**

If you enter one of our member prize competitions, we will contact you if you are a prize winner. We will only publish identifiable information about you with your consent, if we do not have contact details for a winner, first name only will be published to help identify the competition/prize winner.

### How we use information about you for legitimate purposes

We process personal information about you where we or another organisation has a legitimate interest to do so. The purposes include:

- Disclosing your membership information to registered and affiliated gymnastics organisations

Members of the Academy must have a membership with British Gymnastics, their rules require that any individuals who take part in club gymnastics or wishes to take part in a relevant activity or event run by an affiliated or registered organisation to be a member of British Gymnastics.

Your membership information you have provided for both your BG and North East membership will be used to competition entries or if you or your child has an accident, the relevant information will be shared to the relevant people.

To provide you with a seamless service, you can access you Class For Kids account, which allows you to update any personal information at anytime.

- Responding to your questions, requests and support needs you raise in person or by telephone, email or letter or via our website including our through our social media accounts.

If you contact us requesting specific information, we will respond to you using the contact information we hold. This includes responding to 'registration of interest' requests and if you ask us to notify you when there is availability for an oversubscribed service e.g. or when a space in a class becomes available.

We will maintain a log of any important calls, emails and correspondence on your membership record.

We may compile information on private lessons or birthday parties, so we can monitor who has booked and log the volume of interest we receive.

If you are invited or selected to attend a training camp or representative competition, you will be asked to provide relevant information to enable us to provide you with any clothing/uniform and make travel and accommodation arrangements on your behalf. Where a competition or event is organised locally, we will share any necessary information with the local organising committee (usually an international gymnastics or sport federation) for entry, accreditation or licensing purposes. This usually included information such as your date of birth, gender, contact details and occasionally your passport details. We will not share any health information.

- Managing overly persistent contact

On occasion it is necessary to impose restrictions on your communications with us to protect the welfare of our staff and to prevent disproportionate time and resource

allocation. We will maintain a record of all communications and the steps taken to try to modify your behaviour, which include requiring you to communicate only through a specific individual, limit the frequency of your communications and automatically diverting your email communications.

Any information that you provide about your health or personal circumstances that may have a bearing on your complaining behaviour, will only be processed with your explicit consent.

- Understanding member needs and monitoring the nature and level of participation

We need to understand how our members engage in the sport to help develop and monitor our strategy and develop our services. We also monitor the pathway of participants in activities such as the Leadership Academy which is a club-based programme where clubs register their club members and record their achievements and our Apprentice Programme with British Gymnastics. We receive funding support from UK Sport and the English and Northern Ireland sport councils to support the delivery of participation and high performance programmes through BG.

British Gymnastics must provide regular information to these funding partners to demonstrate that we have achieved the agreed targets. Generally, information is provided in an anonymised format.

- Statistical monitoring of the equality profile of our membership to assess whether our services are accessible and to measure the impact of interventions to promote inclusion.

We are committed to promoting equality and diversity at every level of the sport and believe that none of our members should be discriminated against or receive less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (known as the 'Protected Characteristics' under the Equality Act 2010). We aim to ensure our services are fully inclusive and accessible to everyone.

- Sending you information by post that we think will be of interest to you, including from our affiliated and [partner organisations](#)

Occasionally we send postal marketing to our members information about a product or service we think might be of interest. We will only send information that is related to the sport and that we think you would reasonably expect to receive from us as it reflects our brand and values. If you ask us not to send you marketing by post, we will stop. Postals may also be used to send out important letters or information.

- Gathering member insight and seeking feedback from you about our services

We regularly invite members to participate in market research to help understand members' needs and experiences in the sport. For example, if you do not renew your membership or would like to cancel, we will ask you for feedback, we may ask you to provide your views on this experience which we will use to improve this service.

- Understanding what other gymnastics activities or products are of interest to our members.
- Presentation and photography and videoing at our large public events

At our large public events such as competitions, festivals or our annual awards dinner, we will take photographs and capture video footage of the event. Event accredited photographers and the media may be present and, in some cases, events may be live streamed by our TV production team, BGTV at British Gymnastics events. We may also take photographs and video at large events run by other organisations e.g. international competitions. The images taken at these events may be used by the club, British Gymnastics, GEL and the British Gymnastics Foundation for the purposes of promotion, education and development of the sport. They may also be shared with journalists, through social media outlets e.g. Facebook, Instagram, Youtube etc.

To make our events entertaining and easy to follow for our audience and fans, we announce and publish information about participants, including nationality, scores and achievements.

The results of British Gymnastics competitions and club events are published on for participating clubs to receive results from the event.

One we have used photographs and videos for marketing purposes, the video/ images are deleted off the device and is used to marketing material. t Where images have been published on social media, these platform providers may continue to process your data after the retention period has lapsed.

We will contact you to invite you to relevant meetings and where you have indicated an interest, to ask you to provide your assistance at our events in line with your role, qualifications/awards and/or performance.

- To respond to complaints, concerns or allegations about anyone involved in the delivery of gymnastics activity

When we receive a complaint, concern or allegation, we create a case file containing the details of the matter raised. Case files are held securely and are not accessible on your membership record, particularly as the file normally contains not only the identity of the complainant but also other individuals involved in the complaint and other relevant non-personal information.

We will only use the personal information we collect to investigate and respond to the case and to monitor the service we provide. We usually need to share the complainant's identity with whoever the complaint is about and in many instances, this will be clear from other details provided in the complaint. If a complainant does not want information identifying him or her to be disclosed, we will try to proceed but it is often not possible to handle a complaint on an anonymous basis.

Where a complaint is extremely serious, where appropriate all necessary information will be shared with the relevant statutory or regulatory authority e.g. Police, Adult or Children's Social Care or UK Anti-Doping (UKAD) and consideration will be given as to whether it is appropriate to suspend membership of the person under investigation pending the outcome of enquiries. Where it is deemed proportionate to do so, we will share limited but adequate information with relevant affiliated organisations ensure our other members are protected.

In some cases, we may take disciplinary action against a member. These proceedings are normally held in private, but we may publish the outcome of proceedings where there is a legitimate interest that overrides the interests of the individual in keeping the outcome private. To safeguard others, we will also notify British Gymnastics disciplinary findings and sanctions where appropriate and proportionate to do so.

- Archiving photographs and video footage, results and other information that we consider to be in the public interest as they highlight key events and provide an historical record of the sport.

You have the right to object to any of the processing we undertake based on legitimate interests because of 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 our Data Protection Officer (DPO).

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.

### **Marketing**

With your consent, we will use your email address to send you the latest news and information about gymnastics that we believe may be of interest to you and in accordance with your stated preferences.

It is our legitimate interest to ensure that we only send you information that we believe will be of interest to you. By looking at your profile and identifying which information would be relevant to you, using the information you have provided, we can identify news, offers and services that are most likely to be most relevant and will meet your needs as a member. These communications will include relevant

newsletters, information about opportunities, products, services and events and relevant information.

When we send you marketing communications, we monitor whether you have opened the communication. This will enable us to track and analyse your level of engagement/interest in the communication we are sending you and will provide us with further insight on what type of communications are most of interest to you.

#### **Other lawful reasons for using information about you**

We may need to process information about you to comply with a legal or statutory obligation. This includes but is not limited to:

- Accounting, auditing, compliance and administration practices.
- To maintain records of amendments to consents and to create suppression lists to ensure people who object to processing are excluded from the relevant processing activity.

#### **When we share information about you**

We may need to share limited personal information with the following other organisations:

- Statutory/regulatory authorities and other organisations

On occasion, it may be necessary to share information with bodies such as the Health & Safety Executive (HSE), Information Commissioner's Office (ICO), UK Anti-Doping (UKAD) Disclosure and Barring Service (DBS) or Access NI and the NSPCC, Police or Children's/Adult's services. We may also share information with other organisations to safeguard children or adults at risk. Any information that is shared will be limited to what is necessary to ensure children are protected from harm and will be carried out in accordance with the law and relevant government guidance.

- Professional and legal advisors
- Insurers and brokers
- British Gymnastics
- External service providers who are contracted to provide specific services on our behalf

We use the services of third-party providers to help us in areas such as:

- Class For Kids
- Icloud storage e.g. Microsoft 365 and Google Drive which we use at our Events

- Providing learning and development activities
- Photography and filming activities

In some case, we may be required to share your personal information, such as your contact details with the external provider. We 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 only as necessary to provide the services to which you have subscribed or where we have another legitimate and lawful reason to do so. At your request or if you do not renew your membership within two years, we will delete any information that we no longer have a reason to retain, unless you ask us not to.

We retain some information to comply with our legal obligations such as financial/accounting records which need to be retained for six years in line with UK tax law.

We need to retain sufficient information about you in the event of an insurance claim in the future so that we can identify you and confirm that you held membership for the relevant period. We may need to retain other information to comply with legal or statutory requirements, some of which are highlighted in this notice. In addition, we may also need to retain information relating to your conduct as part of our regulatory responsibilities, the times of which will vary dependent on the nature of the concern and whether this is any potential risk to others associated with these concerns.

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

### International activities

Sometimes our members have the opportunity to attend events that are taking place outside the European Economic Area (EEA). Although some countries have been approved as having equivalent standards to the protections provided within the EEA, if this is not the case, we will ensure that the international organisation has provided adequate safeguards for your personal data. If an event was being hosted in a country where we cannot guarantee the adequacy of safeguards, we will only transfer your information with your explicit consent. Specific details of these transfer will be provided with the event information.

Please contact our Data Protection Officer (DPO) if you require any further information relating to international transfers.

## 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 access any personal data held about you

You have the right to see the personal information we hold about you. This is called a Data Subject Access Request (DSAR/SAR). You can log in to your account at any time to view the information we hold about you on your membership account. You can also request a copy of any other personal information that we hold by writing to our DPO. If you wish, you can make your request by email.

If we do hold information about you, we will:

- Describe the information we hold and tell you why we are holding it;
- Tell you who it could be shared with; and
- Provide you with a copy of the requested information in an easy to understand format.

Alternatively, if your request is straight forward, we will try to deal with your request informally, for example by providing you with the specific information you need over the telephone where appropriate. If the information relates to a specific activity, you can contact the relevant department that is responsible for the activity.

- To have your data rectified if it is inaccurate

If we do hold information about you, you can ask us to correct or amend any inaccurate or incomplete information by logging in to your Class4Kids account where you can make any amendments.

- To have your data deleted (except if there is a valid lawful reason to retain it)

You can also log in at any point to amend or delete some of the information held in your membership account that has changed or is no longer accurate.

You have a right to request the deletion of your information in advance of the above retention periods. We will delete this information unless there is a lawful reason for the information to be retained. Please note, if you're wanting to cancel your membership, we do have a cancellation policy which needs to be complied with, your membership will then be cancelled inline with our cancellation policy.



To exercise any of these rights or if you have any questions about our privacy policy 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 Information Commissioners Office (ICO) 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 calling the ICO helpline on 0303 123 1113 or via their website.

### **Changes to our privacy notices**

We keep our privacy notices under regular review. This notice was last updated on September 2024:

We have updated this privacy notice to reflect this years club membership.

### **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.

Abbie Rutter  
North East Gymnastics  
Newburn Activity Centre  
NE15 8ND

[abbie.northeastgymnastics@gmail.com](mailto:abbie.northeastgymnastics@gmail.com)