



ADVANCE GYMNASTICS CLUB

Data Protection Policy

Last updated: 25/03/26

1. Purpose

Advance Gymnastics Club is committed to protecting the privacy and personal data of all members, parents/guardians, and staff in line with UK GDPR and the Data Protection Act 2018.



2. What Data We Collect

We may collect and store:



Personal Information

- Child's name and date of birth
- Parent/guardian names
- Contact details (phone, email, address)



Medical Information

- Relevant medical conditions
- Emergency contact details



Club Records

- Attendance
- Progress/skill tracking
- Incident/accident reports



Media (if applicable)

- Photos/videos for:
 - Social media
 - Marketing
 - Internal use

👉 Only with consent

3. How We Use Data

We use personal data to:

- Ensure the **safety and wellbeing** of gymnasts
- Deliver gymnastics sessions
- Communicate with parents/guardians
- Manage memberships and payments

We will only use data for legitimate club purposes

4. How We Store Data

We will:

- Store data securely (password-protected systems or locked storage)
 - Limit access to authorised staff only
 - Keep paper records in a secure location
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5. Data Retention

We will only keep data for as long as necessary:

- Active members → during membership
- Former members → up to 1 year for safeguarding reasons
- Accident records → as required by law

After this, data will be safely deleted or destroyed.

6. Sharing Data

We will **not share personal data** without consent, except when required:

- Emergency services (medical situations)
 - Safeguarding concerns
 - Legal obligations
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7. Photography & Video

- Photos/videos will only be taken with written parental consent
 - Parents must not film other children without permission
 - The club may use images for promotional purposes (if consent given)
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8. Your Rights (Parents/Guardians)

Under GDPR, you have the right to:

- Access your data
- Request corrections
- Request deletion (where appropriate)
- Withdraw consent (e.g. for photos)

Requests should be made via:

 info@advancegymnasticsclub.com



9. Data Breaches

In the event of a data breach, the club will:

- Investigate immediately
 - Take steps to minimise risk
 - Notify affected individuals if necessary
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10. Responsibility

The Club Owner/Manager is responsible for ensuring compliance with this policy.



11. Review

This policy will be reviewed annually.