

## Edinburgh University Trampoline Club Privacy Notice

At Edinburgh University Trampoline Club, we take your privacy very seriously and we ensure that all of your personal data is kept secure at all times. We are data controllers and are committed to complying with our legal responsibilities under data protection law and General Data Protection Regulation (GDPR). We are registered with Scottish Gymnastics, our National Governing Body.

### 1. DATA COLLECTED

We only collect data which is relevant to the gymnastics activities we are providing:

- Gymnast name, address, age and date of birth
- Medical history and current condition
- Emergency Contact details
- Communications from/to you
- With your consent we may take photographs or videos for training or promotional purposes.

### 2. HOW DATA IS USED

#### 2.1. Contractual Purposes

To provide the gymnastics activity requested, communicate with you about this activity (fees & term dates) and changes to our terms, conditions and to process payments.

#### 2.2. Legitimate Interests

To carry out risk assessments and the suitability of gymnasts to participate safely.

To identify and make any adjustments or adaptations if you have special needs.

To respond to any queries, comments or complaints you may make.

To maintain contact details for emergencies and to be compliant with fire safety regulations.

With your consent publish photographs on our website or social media account for promotional purposes in line with our safeguarding policy.

With your consent use videos for training and coaching purposes with you and other gymnasts.

#### 2.3 Marketing and Newsletters

We may contact you to advise you of competitions, workshops or events related to our club's activities. We never share your data with any other organisations for marketing purposes.

**You have the right to object to any of the above uses by contacting us. Please note that in some cases it may affect our ability to provide safe effective gymnastics activity. If we believe safety is compromised we may not be able to provide gymnastics coaching to you.**

#### 2.4 Legal Obligations

We have a duty of care to ensure it is safe for you to take part in gymnastics activity and to keep a safe environment. Some individuals may be at risk from participating in gymnastics due to a pre-existing condition or injury. You must let us know if there is any reason that would affect safe participation. With your agreement we will review any information you provide and make assessments and possibly consult with health care professionals.

We have a legal obligation to ask for medical and health information.

### 3. HOW DATA IS STORED & PROTECTED

We keep gymnast registration forms in a password-protected computer folder. These are easily accessible during training sessions if they are required in the case of an emergency. Data is stored on a password protected spreadsheet (name, date of birth, email address) and email communications are password protected.

Access to data is strictly limited to the President and the Secretary. In the unlikely absence

of both the President and the Secretary, a supervising coach will be responsible for securing the registration forms as noted above.

#### **4. WHO DO WE SHARE YOUR DATA WITH**

With your consent we will share your data with third parties such as Scottish Gymnastics to enable us to arrange membership or enter you into competitions.

We may also need to share your data with Insurance Intermediaries or Underwriters to enable us to arrange appropriate insurance cover for club members, coaches and equipment.

We may need to share your data with our coaches, for example if adjustments or special consideration must be made, in order to ensure safe participation and coaching.

If consent is not given this will prevent us from arranging coaching and membership and insurance (which are compulsory for club membership). In this instance we will not be able to provide gymnastics activity to you.

We may also need to provide your details with the NHS test and trace system regarding COVID-19.

#### **5. YOUR RIGHTS**

You have a right to see the personal data we hold both in paper form and on our database.

You may write to us for a copy of the information. You may ask for your data to be amended if inaccurate.

If you leave the club, we will delete your data within 2 years except for accounting/financial records which must be retained for 6 years in UK tax law. You have a right to request deletion of your data in advance of this unless there is a lawful or legitimate reason that we need to continue to hold your data.

We will keep our Privacy Notice under regular review.