

## Lincoln City Gymnastics Club

Unit 3-5 Newark Road Industrial Estate, Clayton Road, Lincoln, LN5 8RE

01522 262022

[generalenquiries@lincolncitygymnasticsclub.co.uk](mailto:generalenquiries@lincolncitygymnasticsclub.co.uk)

[www.lincolncitygymnasticsclub.co.uk](http://www.lincolncitygymnasticsclub.co.uk)



# Privacy Policy

In May 2018, regulations surrounding how organisations can hold your personal information changed. This Privacy Policy explains how Lincoln City Gymnastics Club handle your personal information when you contact us or use our services. and your rights. This Privacy Policy is intended to comply with the provisions of the General Data Protection Regulation (GDPR).

This notice applies to you if you are:

- An existing or prospective member of our club;
- A person with parental responsibility for a member;
- An existing or prospective club volunteer or official; and
- A volunteer with the club

It is important that you read this carefully as it contains key information about how we use your personal data and your associated rights.

## About us

Lincoln City Gymnastics Club Ltd is a 'not for profit' membership organisation. Our members are gymnasts. We provide the opportunity for our members to participate in our activities, which include recreational classes, training, competitions, squads and other similar gymnastics activities.

We register with British Gymnastics who governs the sport, provides insurance for clubs and individual members and offers competitions and events. It is a condition of British Gymnastics club registration that all our club members also register as individual members of British Gymnastics.

We also affiliate to Lincolnshire Gymnastics Association and East Midlands Gymnastics Association who run competitions and events in which we may participate.

## Information we collect about you

We collect personal information about you and your child when you contact us requesting our services or support. This includes via email, visiting our website (including logging into Parent Portal), telephoning us or coming in to our club. The information provided by you is held securely on our online management system and securely in our gym office. The categories of personal information we process include, but is not restricted to:

- Contact details\* (gymnast or parent and emergency contacts)
- Gymnast date of birth\*
- Gymnast gender
- Any relevant medical conditions and/or disabilities and additional related information
- Other relevant individual needs for example, information about learning, religious or other support needs.
- Any individual risk assessments (gymnasts and others if applicable)
- Details of any reasonable adjustments or steps taken to support your individual needs
- British Gymnastics membership details\* (which are confirmed by British Gymnastics when you join or renew)
- Gymnast attendance and achievement records
- Any communications from, to or relating to you
- Details relating to standards of conduct

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- Any accident or incident reports including details of injuries
- IP address, browser identifier and the time of access (if you use our website)
- Bank details (If you are making regular payments to us or we are making payments to you e.g. for volunteer expenses)
- Experience, qualifications, training and confirmation that you have completed a criminal record check (prospective or existing volunteers).

The information marked with an \* above is essential for us to provide your membership. It is your choice whether you provide all the information we have requested but not providing information may affect our ability to meet you or your child's needs and to protect their well-being.

Lincoln City Gymnastics Club Ltd is the 'data controller' (as well as British Gymnastics). This means that we decide how your personal information is processed and for what purposes. By providing us with your personal information, you accept and consent to the practices described in this policy. Lincoln City Gymnastics Club Ltd is committed to complying with our legal responsibilities under data protection law. We take your privacy seriously and will ensure your personal information is kept secure.

When we collect, use, share, retain or do anything else with your personal information (known collectively as 'processing') we are regulated under the General Data Protection Regulation (GDPR) and are responsible as 'controller' of your information.

## Our purposes for processing information about you

We use the information we hold about you for a variety of purposes which are outlined below. Data protection law requires us to tell you what our legal reason is for each purpose.

**Contractual purposes:** When you ask us to provide you a service, such as club membership or registration, gymnastics classes, competitions, trips or other activities or you buy a product from us we usually need to use information about you to provide this product or service. We do so because it is necessary for the performance of a contract.

**Legal obligations:** We have a duty of care to ensure it is safe for you or your child to take part in gymnastics activity and to keep you/them safe while participating. Some individuals may be at risk of harm from participating in gymnastics activity as a result of a pre-existing condition. It is vital that you let us know if there is any reason why taking part in gymnastic activity may be unsafe prior to participation. With your agreement, we will review any information you provide and undertake risk assessments in consultation with yourself and any appropriate trained professionals E.G., medical consultants. When we ask participants to provide relevant health information such as details of medical conditions, medication needs, allergies or injuries, this is because we have a legal obligation. If you are selected for a role at the club, we will usually obtain a reference from any appropriate organisation or individual you have nominated.

When you tell us about any special needs such as disabilities or other support information we may use relevant information to comply with our legal obligations under the Equality Act 2010. We will review any information you have provided to help us identify any actions we can take to support inclusion. We may need to ask you for more information to help us to best meet your or your child's needs. We will keep a record of any steps we take to support inclusion.

When we retain information about you, even after you are no longer taking part in gymnastics activity, this is often because we are required to do so by law such as records we are required to keep for business and accounting purposes. Sometimes we are also legally obliged to share information about you with third parties. More information is provided below.

## Legitimate interests

We rely on legitimate interests for the following purposes:

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- Responding to communications, concerns or complaints and seeking feedback from you about our services
- Holding emergency contact information
- Maintaining attendance registers, achievement records and waiting lists
- Entering you into a competition and providing results
- Monitoring performance and undertaking progression assessments
- To monitor that you have completed any required safeguarding training and criminal record checks
- Photography and filming
- Running and monitoring our club website and social media: We do not use any tracking or analytics on our website. Your IP address will be logged by our webserver, but we would not be able to identify you from this information alone.

### Consent

We rely on consent for purposes including holding your Personal Data and sharing it with third parties.

On occasion, we may film gymnasts during a gymnastics session for coaching purposes or for promotional purposes. With your consent, we may also take photos during training or at club events to promote the club on our website, club social media account and in communications. All film and photos of children will be published in line with our safeguarding policy. While we can usually take steps to prevent you from being photographed or filmed at small club events, please bear in mind that at large public events, it may be difficult to avoid capturing you in footage. However, we always review all photographs prior to publication, and we will ensure any images of you are deleted.

You have the right to withdraw this consent at any time, which you may do by contacting us using the contact details below. If you provided consent for a specific purpose as part of the information you provided on our behalf through the British Gymnastics membership platform, this consent can be withdrawn at any time by logging into your British Gymnastics account. Your withdrawal of consent will not affect any use of the data that was made before you withdrew your consent.

### Special categories of Personal 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 or your religion, race or gender identity). It is unlawful for organisations to process this type of information unless an additional legal condition applies.

## Sharing your Personal Data both in and out of the EEA

All Lincoln City Gymnastics Club staff including the coaching team, welfare officers and directors have access to your Personal Information.

We have a legitimate interest in sharing your personal information with British Gymnastics to ensure the sport is safe and well-governed and where relevant to access support and advice.

Your Personal Data will be shared only with external organisations whose services are required to provide the services we offer. We will only share your Personal Data with other third parties with your consent. These third parties, in turn, may rely on data processors to provide services that help to improve our services.

Some third-party operators we use operate outside the EEA. When you give your consent to our holding of your Personal Data you agree to us sharing your Personal Data with third party operators and sub-processors located both inside and outside the EEA. All service providers are contractually required to

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ensure your information is secure and cannot use this information for their own purposes. Where we are required to share information with them to provide the service, we only disclose information that is strictly necessary to deliver the service.

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use and we will seek your prior consent to the new processing.

We may also be required to share your personal information in the following reasons:

- Complying with legal and/or regulatory responsibilities: we may be required to share information with bodies such as Her Majesty's Revenue & Customs (HMRC), Health & Safety Executive (HSE), Police and Information Commissioner's Office (ICO). We may also share information with other organisations to safeguard children. Any information that is shared will be strictly limited to what is required to ensure children are protected from harm and will be carried out in accordance with the law and relevant government guidance.
- Insurance
- Obtaining legal or professional advice

## Individual rights

You have important rights regarding your Personal Data, including:

- To be informed about how your information is processed (set out above)
- To access any personal data held about you
- To have your data rectified if it is inaccurate or out of date
- To have your data deleted where it is no longer necessary for us to keep it (except if there is a valid lawful reason to retain it)
- To withdraw your consent at any time
- To have your information restricted or blocked from processing
- To file a complaint to the Information Commissioners Office and to seek legal recourse (see below for more information).
- To object to:
  - Any processing based on legitimate interests
  - Your personal information being used for direct marketing activities

Please visit [www.ico.org.uk](http://www.ico.org.uk) to learn more about your rights.

## Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine reason to need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

## Marketing

We will send you our newsletter and other information about our activities, services and products that we think might be of interest to you based on your age, interests and experience. We will send you this information as either a handout at the club or by email.

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You can ask us to stop sending you this information at any point by following the instructions in the relevant communication.

## Changes to the privacy notice

We keep our privacy notices under regular review and will notify you of any changes made. You are advised to review this Privacy Policy periodically for any changes. This Privacy Notice was last updated in April 2025.

## Contact us

If you have any questions about this Privacy Notice, if there is something you don't understand, or you wish to exercise any of your rights, please contact us by emailing

[generalenquiries@lincolncitygymnasticsclub.co.uk](mailto:generalenquiries@lincolncitygymnasticsclub.co.uk) or calling 01522 262022.

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.

### Policy approved by:

Chairperson: Patricia Clough  
December 2025

Director: Sharon Green  
December 2025