

# Privacy Policy



*At Cheltenham Academy, it is our duty to take your privacy and personal data very seriously.*

*We endeavour to ensure the safety and protection of all young people (under the age of 18) involved in the club by following guidance and rules set out by GDPR. It is the responsibility of all adults involved with the Club to assist us in this.*

## **What information we take from you:**

In order for your child to start gymnastics classes with us, we need to collect information about you. It is very important that you provide all the required information, so we can provide safe gymnastics classes that are suitable to your child's needs.

## **How we store it:**

All registration forms will be stored confidentially in a folder. Only the head coach will have access to these files. We will not share your data with third parties, or accept data from third parties, unless you have given us consent for accepting this information. We will only share your data if absolutely necessary, e.g. with British Gymnastics affiliated Welfare Officers, law enforcement agencies.

If you decide to leave, we will not keep your information for any longer than necessary. We delete or archive this information as quickly as possible, inline with the data protection policy. If you would like to know any more, please email us - [cheltenhamacademy@gmail.com](mailto:cheltenhamacademy@gmail.com).

## **Why do you need this information?**

In the rare event that we will need to contact a Parent/Guardian due to an emergency, we will need your contact details to do so. It is also important that we know about any medical conditions (no matter how severe) that could impact on their gymnastics sessions so we can handle all situations with full knowledge of all of the children.

*This policy will be reviewed every year or in response to any changes in legislation. The policy is monitored in partnership with British Gymnastics Procedures.*