

Dynamics Gymnastics Data Protection Policy

For the purpose of running Dynamics Gymnastics classes, it is necessary to record personal information in relation to future participants, participants and staff. In doing so, every effort is made to comply with the Data Protection Act 1988 in that personal information is:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate and up to date
- Not kept for longer than is necessary
- Secure

FAIRLY AND LAWFULLY PROCESSED

Personal information is collected and recorded at the time a future gymnast joins a waiting list, when a gymnast joins a class and when a member of staff accepts a role within Dynamics Gymnastics. The data is recorded on the Dynamics Gymnastics membership spreadsheet which is maintained by the Dynamics Gymnastics Secretary. Necessary data is transferred to the hard copies of the class, accounts and staff registers for use in class by the Class Manager/Head Coach.

PROCESSED FOR LIMITED PURPOSES

Personal data is solely collected for club purposes e.g. to contact the family when a place arises, to allocate each gymnast a place in the appropriate class, to ascertain medical and/or learning issues that may affect participation in the class etc

ADEQUATE, RELEVANT AND NOT EXCESSIVE

Adequate and relevant personal data is collected at the time a gymnast joins the waiting list solely to aid the purpose of contacting the parent/carer at the time a place arises and allocating the gymnast a place in the appropriate class. At the time a gymnast joins a class, further details are requested relevant to ensuring their safe participation in the class e.g. emergency contact details etc. New staff members are asked to complete a record sheet for the purpose of providing contact information and information related to payroll.

ACCURATE AND UP TO DATE

On the gymnast and staff record sheet, the signatory agrees to update the Class Manager/Head Coach and/or Secretary on personal information as necessary. Where no update has been provided for 3 years, parents/carers or staff members are requested to complete a new record sheet so data can be checked and updated as necessary.

NOT KEPT FOR LONGER THAN IS NECESSARY

Personal data is deleted from the membership spreadsheet at the end of each term for those gymnasts and staff who have left Dynamics Gymnastics and for those gymnasts on the waiting list who have declined a place. Hard copies of the registers and record sheets for leaving members are also shredded at the end of each term. There are occasional exceptions to this e.g. a "keep details" file is maintained of waiting list gymnasts whose parents/carers failed to respond to an offer of a place or a parent/carer has requested that the gymnast remain on file with a view to returning. This information is deleted after a year should there have been no further communication.

SECURE

The Dynamics Gymnastics membership spreadsheet is maintained by the Secretary and occasionally accessed with the Secretary's knowledge by the Dynamics Gymnastics Managers for club purposes. Any device used to save copies of the spreadsheet is kept securely and hard copies of the staff and gymnast record sheets are kept in lockable filing cabinets.

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