



Privacy Notice

Erdington Gymnastics Club (North Birmingham Community Gymnastics)

1. Who We Are

Erdington Gymnastics Club (operating as North Birmingham Community Gymnastics) is the **data controller** responsible for your personal data.

If you have any questions about this Privacy Notice or how we use your data, please contact us:

✉ Email: louisecombellack@nbcgymnastics.org

✉ General enquiries: info@nbcgymnastics.co.uk

2. What Information We Collect

We may collect and process the following personal data about you and/or your child:

- Parent/guardian names and contact details (email, phone number, address)
- Child's name, date of birth, gender
- Emergency contact details
- Medical information and health conditions (where relevant)
- Disability or additional needs information
- Attendance records
- Payment and transaction details
- Images and videos (where consent has been provided)
- Communications (emails, messages, enquiries)

3. How We Use Your Information (Lawful Bases)

We process your data under the following lawful bases:

a) Contract

To:

- Register your child as a member
- Deliver gymnastics sessions and coaching
- Manage bookings and attendance
- Process payments
- Communicate essential information about sessions

b) Legal Obligations

To:

- Comply with safeguarding requirements
- Maintain appropriate records for health and safety
- Meet legal and regulatory requirements (e.g. accounting)

c) Legitimate Interests

To:

- Ensure the safe and effective running of the club
- Carry out risk assessments
- Monitor participation and promote inclusion
- Respond to queries, concerns, or complaints
- Maintain internal records

We ensure that our legitimate interests do not override your rights and freedoms.

d) Consent

We rely on your **explicit consent** for:

- Sending marketing communications (email/SMS)
- Use of photographs or videos for promotional purposes
- Processing of medical or health-related information (special category data)

You may withdraw your consent at any time by contacting us.

4. Special Category Data (Health & Medical Information)

We may collect medical or disability information to ensure your child's safety and wellbeing.

We process this data:

- With your **explicit consent**, and
- Only where necessary to protect your child's vital interests or provide appropriate care



We will only share this information where necessary and with appropriate safeguards.

5. Marketing Communications

We will only send you marketing communications where you have **opted in** to receive them.

These may include:

- Club news and updates
- Events and competitions
- Merchandise and opportunities

You can unsubscribe or withdraw consent at any time by emailing us.

6. Sharing Your Information

We do not sell or share your data for third-party marketing.

We may share your data with:

a) Service Providers (Data Processors)

- LoveAdmin (membership management)
- GoCardless (payment processing)

These providers process data on our behalf under contractual agreements.

b) Governing Bodies & Competitions

Where required (and with your consent), we may share relevant data with:

- Competition organisers
- Governing bodies such as British Gymnastics

c) Safeguarding & Legal Requirements

We may share data without consent where necessary:

- To protect a child or individual from harm



- To comply with legal obligations
- With safeguarding authorities or law enforcement

7. Data Retention

We retain personal data only as long as necessary:

- Membership data: up to 3 months after leaving the club
- Financial records: up to 6 years (legal requirement)
- Safeguarding records: retained in line with safeguarding guidance
- Medical information: retained only as long as necessary for safety

After this period, data will be securely deleted or anonymised.

8. Your Rights

Under UK GDPR, you have the right to:

- Access your personal data
- Request correction of inaccurate data
- Request deletion of your data
- Restrict processing
- Object to processing
- Data portability (where applicable)
- Withdraw consent at any time

You also have the right to lodge a complaint with the Information Commissioner's Office (ICO).

9. Security of Your Data

We take appropriate measures to protect your data, including:

- Secure digital systems
- Restricted access to authorised personnel only
- Locked storage for paper records
- "Need to know" access for coaches

10. Updates to This Notice

We keep this Privacy Notice under regular review and may update it from time to time.



The latest version will always be available upon request.

11. Contact Us

If you have any questions or concerns about this notice or your data, please contact:

 louisecombellack@nbcgymnastics.org

 info@nbcgymnastics.co.uk

Updated: April 2026