

GYMNASTICS & TUMBLING LTD

Privacy Policy

How we use personal information about members, parents, carers and volunteers

Organisation	Gymnastics & Tumbling Ltd (Company No. 09408826)
British Gymnastics club	Club registration No. 88929
Data controller	Gymnastics & Tumbling Ltd
Privacy contact	Richard Brooks, Director and Manager
Effective date	6 September 2026
Replaces	Website Privacy Policy last amended 2 March 2026

1. About this notice

Gymnastics & Tumbling Ltd respects your privacy. This notice explains what personal information we collect, why we use it, who we share it with, how long we keep it, and the rights you have under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

It applies to gymnasts, parents and carers, emergency contacts, volunteers, coaches and anyone who contacts us or uses our website. A separate internal notice applies to employees.

We will tell you about important changes by email and by a notice at reception / on the website.

2. Who we are

Gymnastics & Tumbling Ltd is a private limited company registered in England and Wales (company number 09408826). We provide gymnastics and tumbling classes for children and young people. We are a registered British Gymnastics club (No. 88929).

- Registered office: 2 Dunbar Road, Southport, Merseyside, PR8 4RH.
- Activity venue: Birkdale High School, Windy Harbour Road, Birkdale, Southport.
- Email: membership@gymnasticsandtumbling.co.uk
- Phone: 07545 548339 (email is usually quicker).

Gymnastics & Tumbling Ltd is the data controller for the information we collect as a club. British Gymnastics is a separate controller for information you provide through its membership system. Their notices are on british-gymnastics.org.

The person responsible for data protection in the club is Richard Brooks (Director and Manager). Contact him at membership@gymnasticsandtumbling.co.uk.

3. Information we collect

3.1 Members and families

The information we actually hold on our club records is limited to what we need to run classes and look after gymnasts:

- Gymnast name and date of birth.
- British Gymnastics membership number (where we have it).
- Skill / badge or class level.
- Parent or carer name.
- Parent or carer email address and telephone number.
- Parent or carer postal address (where provided).
- How the class fee was paid — “Card” or “BACS” only.

We do not store bank account numbers, sort codes, card numbers, expiry dates or CVV codes.

3.2 Other information we may process

Depending on the situation we may also process:

- Emergency contact details.
- Gender, if provided.
- Relevant medical conditions, disabilities, allergies and other support or learning needs, and any individual risk assessment or reasonable adjustments.
- Attendance, waiting-list and achievement records.
- Communications with you.
- Conduct, accident and incident records (including injuries).
- For volunteers and officials: experience, qualifications, training and confirmation of a criminal-record check.
- For a specific trip or event: dietary needs and, if travelling abroad, passport details for that trip only.
- Photographs and video (see section 10).
- Limited website technical data such as IP address, browser type and time of access, used only to run the site. We do not use advertising or analytics cookies.

Some information is essential to offer a place (identity, age, parent contact, payment status, and health information needed for safety). If you choose not to give essential information we may not be able to accept or continue a place.

4. How we collect information

- Membership and class application or renewal (including information confirmed through British Gymnastics).
- Email, phone or the website contact form.
- Registers, coaching notes, accident books and conversations at the venue.

- Payment terminals and bank statements that show a payment has been received — not the underlying card or account number.

We collect children's information from a parent or carer, or from British Gymnastics where the parent has already provided it.

5. Why we use information and our legal bases

5.1 To provide membership and classes (contract)

Necessary to perform our contract with you, or to take steps before a contract: confirming places and class times; contacting you about changes; inviting you to renew each term; recording that a fee has been paid; delivering the class.

5.2 To keep people safe and meet the law (legal obligation)

Duty of care and safeguarding; health and safety and accident records; Equality Act 2010 adjustments; volunteer criminal-record checks with British Gymnastics; keeping accounting records; sharing information when the law requires it.

5.3 Legitimate interests

We use legitimate interests where the use is reasonably expected and we have balanced it against your rights. These include: answering questions and complaints; emergency contacts; attendance, achievement and waiting lists; checking that coaches and volunteers are trained and cleared; short coaching video used only to help a gymnast learn; running the website and club social media without tracking individuals; administering the club.

You can object to processing based on legitimate interests. We will stop unless we have a compelling reason to continue or the law requires us to keep the information.

5.4 Consent

We ask for consent before we: send optional club marketing (for example a newsletter); or take photographs or video for publication or promotion. You can withdraw consent at any time by emailing us. Withdrawal does not affect use that already happened.

6. Health and other special category information

Health, disability and similar information is special category data. We use it so we can coach safely and meet our duty of care and equality duties. We rely on your (or a parent's) explicit consent and/or the conditions in UK law for employment, social protection, vital interests, or legal claims, as the situation requires. We keep this information to the people who need it (usually the Manager and the gymnast's coach).

7. Children

Most of our gymnasts are children. We treat their information with extra care. We deal with a parent or carer for membership, payments and privacy requests unless the young person is old enough and it is appropriate to deal with them directly. We do not use children's data for profiling or targeted advertising.

8. Payments — what we do not keep

Class fees are paid in person by debit or credit card on a Worldpay or SumUp terminal at the venue, or by bank transfer that you start yourself. We do not take cards by phone, email or the website. We do not keep card details on file and we do not take automatic recurring card payments.

Worldpay and SumUp collect and process card details on their own systems. Staff never write down, type or photograph a full card number. A Worldpay receipt may show the last four digits; we do not keep till rolls. SumUp terminals do not show card details to staff.

On our member spreadsheet we record only whether the fee was paid by “Card” or “BACS”. We do not store bank account numbers or sort codes.

Worldpay and SumUp are independent controllers or processors of payment data under their own privacy notices. Microsoft provides the cloud service that hosts our spreadsheet.

9. Who we share information with

We do not sell personal information. We share it only where needed:

- **British Gymnastics** — so the gymnast can be a BG member, and so the sport is safe and properly governed. BG has its own privacy notice.
- **Payment providers** — Worldpay and SumUp, to take a card payment. They receive card details from the terminal, not from our spreadsheet.
- **IT providers** — Microsoft, for secure cloud storage of the member spreadsheet. They must not use club information for their own marketing.
- **The school venue** — only if needed for access, emergencies or site rules, and only the minimum.
- **Insurers, legal or professional advisers** — where necessary.
- **Authorities** — HMRC, HSE, the Police, the ICO, local safeguarding partners or other bodies where the law or official guidance requires it. We share only what is needed to protect someone from harm or to meet the request.

Anyone who provides a service for us must keep information secure and use it only for that service.

10. Photographs and video

Coaching video may be taken so a gymnast can see and improve a skill. That footage is used only for coaching, is not published, and is normally deleted within 12 months.

Photographs or video for the website, noticeboard or social media are taken only with consent (parent or carer for a child). You can opt out at any time. Opting out does not remove images already published on a third-party platform, which those platforms may keep under their own rules.

Promotional images are kept for up to four years, then deleted unless we decide they should be kept as a historical record of the club. We follow British Gymnastics guidance on photography.

11. How long we keep information

Record	How long we keep it
Membership and contact records	Deleted within 3 years after the relationship ends, unless we must keep them longer
Payment / accounting records (method and amount, not card numbers)	6 years, in line with UK tax law
Trip or event-only information (e.g. passport copy)	Deleted after the event unless we must keep it
Coaching-only video	Usually within 12 months
Promotional photos and video	Up to 4 years, then review
Accident / safeguarding records	As long as needed for legal, insurance or safeguarding reasons

You can ask us to delete information sooner. We will do so unless we have a lawful reason to keep it.

12. How we look after information

Club records are held on a company laptop and in a password-protected Microsoft Excel spreadsheet stored in Microsoft cloud services. Access uses multi-factor authentication and is limited to the Manager and the Directors. Receptionists take card payments on terminals only and do not have access to the spreadsheet.

We use company devices and company Wi-Fi / a company mobile hotspot. We do not keep cardholder data on club systems. More detail is in our Information Security Policy.

Information is stored and accessed in the United Kingdom. Microsoft may operate support infrastructure in other countries. Where that happens, Microsoft applies contractual safeguards approved for UK transfers.

13. Your rights

You have the right to:

- Be told how we use your information (this notice).
- See the information we hold (a subject access request). Information held on the British Gymnastics system can often be viewed in the BG “My Account” area.
- Have inaccurate information corrected.
- Ask us to delete information, unless we have a lawful reason to keep it.
- Ask us to restrict or object to certain uses, including uses based on legitimate interests and any direct marketing.
- Receive information you gave us in a portable form where the law allows (including moving BG membership to another club through BG My Account).
- Withdraw consent where we rely on consent.

To use these rights, email membership@gymnasticsandtumbling.co.uk. We may need to check your identity. We will respond within one month, or explain if we need more time.

14. Website and cookies

Our website is gymnasticsandtumbling.co.uk. It does not take card payments and is not connected to Worldpay or SumUp. We do not use advertising cookies or analytics tools that identify you. The site may log technical data (such as IP address) to keep it working. If we add optional cookies later we will update this notice and, where required, ask for consent.

15. Complaints

Please contact Richard Brooks first so we can try to put things right:

membership@gymnasticsandtumbling.co.uk

You can also complain to the Information Commissioner's Office: ico.org.uk, 0303 123 1113, or Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF.

16. Changes

This version is effective from 6 September 2026. It replaces the website wording last amended on 2 March 2026. The main changes are: we do not store bank account or card numbers; we record payment method only; we name Worldpay, SumUp and Microsoft; and we describe our actual club records and devices.

17. Contact

Gymnastics & Tumbling Ltd, 2 Dunbar Road, Southport, Merseyside, PR8 4RH.

membership@gymnasticsandtumbling.co.uk | 07545 548339

This notice is written for families and the ICO. It is not legal advice. British Gymnastics membership is also covered by British Gymnastics' own privacy notices.