

Peacock Gymnastics Academy Privacy Policy

Your privacy is extremely important to Peacock Gymnastics Academy (PGA). We are fully committed to providing you with clear and transparent information about how we use your personal data. We value the trust you give us when sharing your personal information. We will ensure robust measures are in place to keep your information secure and will only use it for the purposes outlined in this notice.

If you have any questions, you can contact our **Data Protection Officer (DPO)**: Alicia Tucker

 **flipping@peacockgymnastics.com**

 Peacock Gymnastics Academy Ltd, Process Link, Tileman's Lane, Shipston-On-Stour, Warwickshire, CV36 4QZ

1. Information We Collect

When you register as a member or take part in PGA activities, we may collect the following information:

- Your name (and your child's name if registering on their behalf).
- Date of birth and gender.
- Contact details (address, phone, email).
- Role(s) in the club (e.g. gymnast, parent, coach, judge, welfare officer).
- Details of your participation in gymnastics (hours, type of activity, competition level).
- Equality profile (optional – sex, gender identity, disability, ethnicity, religion).
- IP address and login details when using online systems.
- Payment and transaction information. **All payments are made directly by bank transfer. PGA does not store or process card details.**
- Medical information, disabilities, or special support needs (where relevant).
- Emergency contact details.

- Accident/incident reports.
- Photographs, videos and competition results (with consent).

2. How We Use Your Information

We use your information to:

- Provide gymnastics training and activities.
- Communicate with you about classes, camps, competitions, and events.
- Process membership and payments (via direct bank transfer).
- Meet safeguarding, legal and insurance obligations.
- Keep attendance registers and waiting lists.
- Share relevant information with IGA (Independent Gymnastics Association) for affiliation, competitions and safeguarding.
- Respond to questions, feedback or complaints.
- Promote PGA through photos/videos (with prior consent).

3. Sharing Your Data

We may share your information with:

- **Independent Gymnastics Association (IGA)** – for membership, safeguarding and competitions.
- **Insurance providers** – in the event of an accident or incident.
- **Local authorities/police** – if required for safeguarding or legal purposes.

- **Legal advisors/courts** – in case of fee recovery or legal claims.
- **IT and website support providers** – to maintain systems securely.

We do not sell your data. We do not transfer your data outside of the UK/EEA unless legally compliant safeguards are in place.

4. Use of Jotform

We use **Jotform** to collect and process enrolment, application, and consent forms. When you complete a form, your data is securely stored on Jotform's servers. Jotform complies with GDPR and UK data protection laws.

PGA remains the **data controller** of this information, meaning we decide how it is used, stored, and shared. Jotform acts only as a secure platform to collect and transfer your data.

You can read Jotform's privacy policy here: <https://www.jotform.com/privacy/>

4. Safeguarding and Medical Information

- We ask for relevant medical/disability information to ensure safe participation.
- This may be used to complete risk assessments and make reasonable adjustments.
- Information is only shared with coaches or staff where necessary for safety.

5. Marketing

- With your consent, we may send you news, updates, and event information.
- You can withdraw consent at any time by contacting us or updating preferences.

6. Data Retention

- We keep information for as long as it is needed to provide services or meet legal obligations.

- Membership data is deleted after **3 years** of leaving the club unless required for legal, insurance or safeguarding reasons.
- Financial/accounting records are kept for **6 years** as required by UK law.
- Photos/videos used for marketing may continue to be used unless consent is withdrawn.

7. Your Rights

Under data protection law, you have the right to:

- Be informed about how your data is used.
- Access a copy of the information we hold.
- Request corrections to inaccurate data.
- Request deletion of your data (“right to be forgotten”) unless legal grounds require retention.
- Restrict or object to processing in certain circumstances.
- Request portability (transfer of your data to another provider).
- Withdraw consent for marketing or use of images/videos.

To exercise your rights, please contact our **Data Protection Officer (DPO)**.

8. Changes to This Notice

We review our privacy notices regularly.

Last updated: September 2025