



Bicester & District Gymnastics Club

# BDGC 011 – Privacy Policy

**Document Owner:** Chairman  
**Document Approver:** Chairman

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# 1. Introduction

Bicester & District Gymnastics Club ("we," "us," or "our") is committed to protecting your privacy and ensuring the security of your personal information. This Privacy Policy explains how we collect, use, disclose, and safeguard your data when you visit our website <https://bicester-gymnastics.club> or engage with our services. Please read this policy carefully to understand our practices regarding your personal data.

## 2. Information We Collect

We may collect and process the following types of personal information:

- **Personal Identification Information:** Name, address, email address, telephone number, date of birth, and other contact details.
- **Account Information:** Username, password, and preferences when you create an account on our website or use our services.
- **Payment Information:** Credit card or bank account details to process transactions.
- **Usage Data:** Information about your interactions with our website, including IP address, device information, and browsing patterns.
- **Cookies and Similar Technologies:** Data collected through cookies to enhance your website experience. You can manage your cookie preferences through your browser settings.

## 3. How We Use Your Information

We use the collected information for various purposes, including:

- **Service Delivery:** To provide and manage our services, process your registrations, and respond to your inquiries.
- **Communication:** To send you updates about club activities, services, and events. You may opt out of these communications at any time.
- **Personalization:** To tailor our website content and services to your preferences.
- **Analytics:** To analyze website usage and improve our offerings.
- **Legal Compliance:** To fulfill our legal obligations and protect our rights and interests.

## 4. Sharing of Information

We may share your personal information in the following situations:

- **Service Providers:** With third-party vendors who assist in payment processing, marketing, or IT support, under strict confidentiality agreements.
- **Legal Requirements:** When disclosure is necessary to comply with legal obligations.
- **Business Transactions:** In connection with any merger, sale, or transfer of club assets.
- **With Your Consent:** As described at the time of data collection or with your explicit consent.

## 5. Data Security

We implement appropriate technical and organizational measures to protect your personal data against unauthorized access, alteration, disclosure, or destruction. However, please be aware that no security measures are entirely foolproof.

## 6. Data Retention

We retain your personal information only for as long as necessary to fulfill the purposes outlined in this policy, unless a longer retention period is required by law.

## 7. Your Rights

Under data protection laws, you have the following rights:

- **Access:** Request a copy of the personal data we hold about you.
- **Rectification:** Request correction of inaccurate or incomplete data.
- **Erasure:** Request deletion of your data under certain conditions.
- **Restriction:** Request limitation of data processing under specific circumstances.
- **Objection:** Object to data processing based on legitimate interests or for direct marketing purposes.
- **Data Portability:** Request transfer of your data to another organization or to you.
- **Withdraw Consent:** Withdraw consent where processing is based on consent.

To exercise these rights, please contact us using the details provided below.

## 8. Third-Party Links

Our website may contain links to external sites not operated by us. We are not responsible for the content or privacy practices of these sites and encourage you to review their privacy policies.

## **9. Contact Us**

If you have any questions or concerns about this Privacy Policy or our data practices, please contact us at: Bicester & District Gymnastics Club (Email: [secretary@bicester-gymnastics.club](mailto:secretary@bicester-gymnastics.club))

## **10. Changes to This Privacy Policy**

We may update this Privacy Policy from time to time to reflect changes in our practices or legal obligations. We will notify you of any significant changes by posting the new policy on our website. Please review this policy periodically for updates.

## **11. Compliance and Disciplinary Procedures**

Any breach of this policy will be taken seriously and may lead to disciplinary action. In serious cases this could include summary dismissal under our disciplinary procedure. Any breach of this policy must be handled in accordance with all other relevant company policies within BDGC.

## **12. Monitoring Compliance**

The adoption of this policy is subject to monitoring and auditing. The outcomes from these reviews will inform and improve practices as part of BDGC's commitment to continual improvement.

## **13. Review**

This Policy will be reviewed at least annually.

## **14. Amendment and Termination**

This Policy can be amended, replaced, or terminated at any time at the sole discretion of BDGC. If you have any questions about whether you are reviewing the latest Policy, please confirm with the Owner of this document identified below.

# Document Controls

Category	Description
Document Owner	XXXXXX
Status (Draft, Published, Retired)	XXXXXX

# History

Revision #	Change Description	Author Initials	Date
0.1	XXXXXX	xx	DD MM YYYY