



CLUB PRIVACY NOTICE

ALTON TRAMPOLINE CLUB PRIVACY NOTICE – VOLUNTEERS

At Alton Trampoline Club we take your privacy seriously and will ensure your personal information is kept secure. We provide gymnastics activities and are registered with Southern Trampolining and British Gymnastics who govern the sport and offer competitions and events in which we may participate.

HOW WE USE INFORMATION ABOUT YOU

We need to process information about you for the following reasons:

Contractual purposes

- To manage your contribution to the club as a volunteer including DBS checks, training, scheduling and communication.
- To provide any gymnastics activity you have requested, communicate with you about this activity, changes to our terms and conditions and to process payments.

Legitimate interests

To meet the legitimate aims of the club and ensure you are well supported and safe whilst volunteering or participating in gymnastics. This includes:

- Carrying out any relevant risk assessments:

Some individuals may present with a medical condition that may be a risk of harmed from participating in gymnastics. It is vital that you share any relevant medical information. We will ask for your agreement to undertake any appropriate assessments.

Identifying any reasonable adjustments or adaptations to support inclusion: If you have a disability or any special needs, we will review the information you have provided to help us identify any actions we can take to support inclusion. We may need to ask you for more information to help us in this process.

- Responding to any comments, questions or complaints you may send us
- Maintaining session attendance records and contact details for emergency purposes.
- Filming and taking photos for coaching purposes
- Filming and taking photos to promote the club on our website, club social media account and in communications.

You have the right to object to any of the above uses of your information by contacting us. Please note that in some cases, this may affect our ability to carry out the things we need to do for you to volunteer or take part in gymnastics.

Legal reasons

- To comply with applicable laws and protect legitimate club interests and legal rights. This includes, but is not limited to the use of your information relating to legal claims and compliance and regulatory activity.
- With your consent, we may send you information by email or via social media about club news, activities, products and opportunities that we think will be of interest to you. You can ask us to stop sending you this information at any point by informing the Club Secretary.

WHY WE SHARE YOUR INFORMATION

If you want to support as a coach, official, judge or enter a competition provided by an external organisation, we will, with your agreement, share the information required to enter the event, usually name, DOB and gender. Most competitions are large events and there are likely to be photographers and people filming.

We will not share your information with any other organisations except with your consent or in exceptional/emergency circumstances (eg. safeguarding) where we believe that the sharing of information about you is vital to protect you or another person.

INDIVIDUAL RIGHTS

You have the right to see the personal information we hold about you or you can also request a copy of any other information we hold by writing to the Club Secretary.

If we do hold other information about you, you can ask us to delete it or correct any inaccuracies. We will either make the requested amendments or provide an explanation as to why we are not making changes.

If you leave the club we will hold your information till the end of that year's competition season, and not more than 12 months following your departure. After this period, the information you have provided will be deleted, except where there is a legitimate and lawful reason to continue to hold your data.

CHANGES TO THE PRIVACY NOTICE

We keep our privacy notices under regular review at the Executive Committee.