**Rising Phoenix Gymnastics Club Data Protection Policy**

This document will explain how Rising Phoenix Gymnastics Club (RPG) uses the personal data we collect from you either from the membership forms or online.

What data do we collect?

RPG collects the following information:

* Personal identification information such as:
	+ Name
	+ Email address
	+ Home address
	+ Contact numbers
	+ Dates of birth
	+ Medical information needed to know
	+ British Gymnastics and North West Association details i.e., membership numbers

How do we collect your data?

Data is provided by you to RPG via:

* Contacting us through our:
	+ Website including browser cookies
	+ Social Media
	+ Email
* Completing our membership forms
* Surveys

We may also receive your data indirectly from the following sources:

* British Gymnastics

How will we use your data?

RPG collects your data so that we can:

* Add your details to RPG database
	+ Send updates regarding clubs timetable, competitions and events, training, understanding any medical conditions which we may need to consider during training/competitions etc.

Your data will be used to enter competitions/training camps including Names, date of birth and membership numbers.

How do we store your data?

RPG securely keeps your data on the club’s laptop which is password protected. RPG will keep your data during your active membership. Once membership is cancelled all data will be permanently removed. If you wish to re-join the club you will be asked to complete another membership form.

**Marketing**

RPG would like to send you information about products and services of ours that we think you might like. Your data will not be shared with any other companies or clubs for marketing connections.

If you have already received marketing and no longer wish to receive this, you have the option to opt out via sending an email to risingphoenixgymnastics@outlook.com

**What are your Data Protection rights?**

RPG would like to make sure you are fully aware of all of your data protection rights. Every member is entitled to the following:

**This right to access:** You have the right to request RPG for copies of your personal data. We may charge you a small fee for this service.

**The right to rectification:** You have the right to request that RPG correct any information you believe is inaccurate. You also have the right to request RPG to complete information you believe is complete.

**The right to erasure:** You have the right to request that RPG erase your personal data, under certain conditions.

**The right to restrict processing:** You have the right to request that RPG restrict the processing of your personal data, under certain conditions.

**The right to object to processing**: You have the right to object to RPG’s processing of your personal data, under certain conditions.

**The right to data portability:** You have the right to request that RPG transfer the data that we have collected to another organisation, or directly to you under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us via email: risingphoenixgymnastics@outlook.com.

Changes to our privacy policy

RPG keeps its privacy policy under regular review.

**How to contact us:**

If you would like to contact us about RPG privacy policy please email: risingphoenixgymnastics@outlook.com.

**CPD**:

Managers and Admin staff will soon be taking on a GDPR course to ensure our club follows the correct practice