

# Club Policies

## 2. Privacy Policy

In line with GDPR 2018 Regulations, Dudley Gymnastics Club CIC (hereafter known as DGC) collect and use data in accordance with the following:

- 2.1** Data regarding the recognised name, Date of Birth, and emergency contact details for new members will be collected by authorised personnel within the club which is exclusively limited to Head Coaches, Registrar and Club Welfare Officer(s). All submitted information is given freely parents may ask the club for details about data or information that is held about the attending child at any point.
- 2.2** DGC will only use information in the event of a parent needing to be contacted – for example in the event of an accident or illness. Data concerning a child's Date of Birth may be used for Competition Entry Detail. We do not hold personal computerised data records.
- 2.3** DGC hereby agree to keep this information restricted to Head Coaches and the Club Welfare officer after their initial consent form is handed over. The only information to be stored electronically by the club is the emergency contact number, which is attached to registers, to be accessed in an emergency by authorised personnel only.
- 2.4** DGC will destroy this information in a safe manner within three months should the child decide they no longer need their place. The club is required by law to keep medical forms for a given length of time after your child may leave the club for insurance and welfare purposes.
- 2.5** DGC will never share your information with any other party.
- 2.6** The Data Subject has the right to understand what information the club holds about them at any given point. If any data subject wishes to request details of held data, or raise a complaint regarding Data Protection, this should be addressed via email to the Head Coach.

If you choose to sign up to our mailing lists, we will not share your details with other club members. You can unsubscribe at any time by emailing [dudleygymnasticsclub@gmail.com](mailto:dudleygymnasticsclub@gmail.com) with 'UNSUBSCRIBE' as the subject.