



## Tetbury Gymnastics Club privacy notice – employees

Tetbury Gymnastics Club is the data controller and is committed to complying with our legal responsibilities under data protection law. We take your privacy seriously and will ensure your personal information is kept secure.

When we collect, use, share, retain or do anything else with your personal information (known collectively as 'processing') we are regulated under the General Data Protection Regulation (GDPR) and are responsible as 'controller' of your information.

This notice applies to you if you are:

- An existing or prospective employee of our club.

We have a separate notice which provides privacy information relating to members and volunteers.

It is important that you read this carefully as it contains key information about how we use your personal data and your associated rights.

### **About us**

Tetbury Gymnastics Club is a 'not for profit' membership organisation. Our members are gymnasts or the parents (if the gymnast is a child). We provide the opportunity for our members to participate in our activities, which include recreational classes, training, camps, competitions, squads and other similar gymnastics activities.

We register with British Gymnastics, who governs the sport, provides insurance for clubs and individual members, including employees, and offers competitions and events. It is a condition of British Gymnastics club registration that all our club members, including employees also register as individual members of British Gymnastics.

We also affiliate to SWAGA (South West Amateur Gymnastics Association) who runs competitions and events in which we may participate.

## Information we collect about you

The categories of personal information we process includes:

- Your name, address and contact details, including email address and telephone number.
- Details of qualifications, skills and employment history.
- Information about your current level of remuneration.
- Whether or not you have a disability for which the club needs to make reasonable adjustments during the recruitment process.
- Information about your entitlement to work in the UK.
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The organisation collects this information in a variety of ways. For example, data might be contained in the application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The organisation will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers including information from criminal records checks. The club will seek information from third parties only once a provisional job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different place, including on your application record, in HR management systems and on other IT systems (including email).

## British Gymnastics data collection

British Gymnastics collects the above information on our behalf when you join or renew your British Gymnastics membership.

- Any individual risk assessments (employee and others if applicable).
- Details of any reasonable adjustments or steps taken to support your individual needs.
- British Gymnastics membership details\* (which are confirmed by British Gymnastics when you join or renew).
- Employee achievement records.
- Any communications from, to or relating to you.
- Details relating to standards of conduct.
- Any accident or incident reports including details of injuries.
- IP address, browser identifier and the time of access (if you use the BG website).
- Bank details (If you are making regular payments to us or we are making payments to you e.g. for volunteer expenses).
- Experience, qualifications, training and confirmation that you have completed a criminal record check (prospective or existing volunteers).

The information marked with an \* above is essential for us to provide your membership. It is your choice whether you provide all the information we have requested but not providing information may affect our ability to meet your needs and to protect your wellbeing.

## **Additional information collected**

If you attend an event or trip with the club, we will also collect the following information where relevant:

- Dietary requirements and any other relevant information that we need to know to ensure your needs are met; and
- Passport information if the trip is abroad.

## **Our purposes for processing information about you**

The club needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The Organisation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims.

Tetbury Gymnastics Club relies on legitimate interests as a reason for processing data, and has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The club processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment. Where the organisation processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

For some roles, the organisation is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The club will not use your data for any purpose other than the recruitment exercise for which you have applied.

## Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes relevant staff/volunteers, interviewers involved in the recruitment process, if access to the data is necessary for the performance of their roles.

The club will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment.

The club will not transfer your data outside the European Economic Area.

## How does the club protect data?

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine reason to need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will inform you and the ICO of any personal data breaches in line with our legal obligations.

## For how long does the club keep data?

If your application for employment is unsuccessful, the club will hold your data on file for six months after the end of the relevant recruitment process. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

## Why we share information about you

We have a legitimate interest in sharing your personal information with British Gymnastics to ensure the sport is safe and well-governed and where relevant to access support and advice.

We may also be required to share your personal information in the following reasons:

- Complying with legal and/or regulatory responsibilities - We may be required to share information with bodies such as Her Majesty's Revenue & Customs (HMRC), Health & Safety Executive (HSE), Police and Information Commissioner's Office (ICO). We may also share information with other organisations to safeguard children. Any information that is shared will be strictly limited to what is required to ensure children are protected from harm and will be carried out in accordance with the law and relevant government guidance.

- Insurance
- Obtaining legal or professional advice
- Obtaining a service from a third party - All service providers are contractually required to ensure your information is secure and cannot use this information for their own purposes. Where we are required to share information with them to provide the service, we only disclose information that is strictly necessary to deliver the service.

Except for the above, will only share your information with any other third parties with your prior agreement.

## Individual rights

You have important rights under data protection law. In summary these include:

- **To be informed about how your information is processed** (set out above)
- **To access any personal data held about you**

You have the right to access the personal information we hold about you. You can log in to 'My Account' at any time to view/amend/delete the information we hold about you that has been collected by the British Gymnastics system. You can also request a copy of any other information we hold by writing to us using the contact details below.

- **To have your data rectified if it is inaccurate**

If you think that any of the information we hold is inaccurate, you can ask that corrections are made. We will either make the requested amendments or provide an explanation as to why we are not making changes

- **To have your data deleted (except if there is a valid lawful reason to retain it)**  
If you do not renew your membership or cease to have a relationship with the club, we will delete any information you provided within 6 months except for any financial/accounting records which need to be retained for six years in line with UK tax law. Additional information that has been provided solely for the purpose of participating in a specific activity will be deleted after the event

Video footage that has only been taken for coaching purposes will be retained only for as long as it is required for that purpose and in most cases, will be deleted within one month.

Photographs and other video footage captured for promotional purposes will be retained for up to 4 years. After this time, they will be deleted unless we consider them to be of public interest and should consequently be archived for historical purposes. Where images have been published on social media, these platform providers may continue to process your data after the retention period has lapsed.

You have a right to request the deletion of your information in advance of the above retention periods. We will delete this information unless there is a lawful reason for the information to be retained.

- **To have your information restricted or blocked from processing**

If you object to processing, we will restrict the processing of your information for the purpose to which you are objecting whilst we review your objection.

- **To portability**

If you wish to move to another club, you can transfer your information to another club registration by logging into 'My Account' on the British Gymnastics system.

Alternatively, if you wish to leave the club, the information you provided on behalf of our club will be archived on the British Gymnastics system for 60 days and will be deleted after this has lapsed. During this period, you can transfer your information to another club. This may be limited to your club membership

- **To object to:**

- **Any processing based on legitimate interests**

The right to object is specific to the data subject's particular situation. We will stop processing your personal data unless we can demonstrate compelling legitimate grounds for the processing, which override your individual interests, rights and freedoms or we need to continue to process your information in connection with a legal claim

- **Your personal information being used for direct marketing activities**

You can object to our direct marketing activities by unsubscribing from the relevant communication as described above in the marketing section of this notice.

To learn more about your rights visit <https://ico.org.uk/>.

To exercise any of your rights or if you have any questions about our privacy notice please contact [tetburygymnastics@gmail.com](mailto:tetburygymnastics@gmail.com).

While we hope to be able to resolve any concerns you have about the way that we are processing your personal data, you have the right to lodge a complaint with the Information Commissioners Office (ICO) if you believe your data has been processed in a way that does not comply with the GDPR or have any wider concerns about our compliance with data protection law. You can do so by calling the ICO helpline on 0303 123 1113 or via their website.

## Changes to the privacy notice

We keep our privacy notices under regular review. This privacy notice was published on 16<sup>th</sup> October 2023.

We may change this privacy notice from time to time, when we do we will inform you via email.