

# Woking Gymnastics Club – Privacy Notice

*(Updated April 2026)*

---

## 1. Who We Are

Woking Gymnastics Club (“WGC”) is the **data controller** and complies with the **UK GDPR** and **Data Protection Act 2018**.

---

## 2. Who This Applies To

- Members and prospective members
  - Parents/carers of junior members
  - Volunteers, officials, and staff
- 

## 3. British Gymnastics

WGC is affiliated with **British Gymnastics**. Individual BG membership is a condition of participation. Some personal data is collected and held by BG on our behalf.

---

## 4. Information We Collect

Including but not limited to:

- Contact and emergency details
- Dates of birth
- Gender (where required for competition)
- Medical and safeguarding information
- Attendance and progression records
- Accident and incident records
- Payment details
- Images and video (where permitted)
- Volunteer checks and training records

Essential information is required for participation.

---

## 5. Special Category Data

We process medical, safeguarding, and inclusion data **lawfully, securely, and only where necessary**, with access limited on a need-to-know basis.

---

## 6. Lawful Bases

We process data under:

- **Contract** (membership and services)
  - **Legal obligation** (safeguarding, insurance, equality, safety)
  - **Legitimate interests** (administration, attendance, competitions)
  - **Consent** (marketing, promotional media, Gift Aid only)
- 

## 7. Photography, Video & CCTV

- Coaching and safeguarding footage may be taken where necessary.
  - Promotional images or videos are used **only with consent** and in line with BG safeguarding guidance.
  - CCTV is used for safety and security and retained for limited periods unless legally required.
- 

## 8. Sharing Information

Information may be shared with:

- British Gymnastics
  - Competition organisers
  - Insurers
  - Medical professionals
  - Safeguarding and statutory authorities
  - Service providers acting on our behalf
- 

## 9. Data Retention

Personal data is retained **only as long as necessary**, for example:

- Financial records: up to 6 years

- Safeguarding records: as required by law
  - Coaching footage: short-term
  - Promotional media: up to 4 years unless archived for legitimate historical purposes
- 

## 10. International Transfers

Data is normally stored within the UK or EEA. Where transferred outside these areas, appropriate safeguards are in place.

---

## 11. Your Rights


You have the right to access, correct, restrict, object to, or request deletion of your data where lawful, and to complain to the **Information Commissioner's Office (ICO)**.

---

## 12. Contact

### **Andrew Challis**

Chief Executive Officer & Data Protection Lead

 [andrew.challis@wokinggymnastics.co.uk](mailto:andrew.challis@wokinggymnastics.co.uk)

---

## 13. Changes

This Privacy Notice may be updated periodically. **Where changes are material, we will take reasonable steps to notify members.** The current version is always available on the WGC website