



THE ACADEMY OF  
GYMNASTICS

Portishead Bristol BS20 7BL

Tel: 01275 840077

Website: [www.thegymacademy.co.uk](http://www.thegymacademy.co.uk)

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## Data Protection Policy

### Policy statement

The Academy is committed to a policy of protecting the rights and privacy of individuals, participants their families and others in accordance with The Data Protection Act 1998. The policy applies to all Academy members and staff. Any breach of The Data Protection Act 1998 or the Academies Data Protection Policy is considered to be an offence and in that event, disciplinary procedures apply.

As a matter of good practice, other organisations and individuals working with the Academy and who have access to personal information, will be expected to have read and comply with this policy. It is expected that any staff who deal with external organisations will take responsibility for ensuring that such organisations sign a contract agreeing to abide by this policy.

### Legal Requirements

Data is protected by the Data Protection Act 1998, which came into effect on 1 March 2000. Its purpose is to protect the rights and privacy of individuals and to ensure that personal data is not processed without their knowledge, and, wherever possible, is processed without their consent.

**ACADEMY OF GYMNASTICS CLUB LTD** Private company Ltd by Guarantee

Registered address – Woodlands Grange, Bradley Stoke, Bristol BS32 4JY

Company No: 4454506



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The Act requires us to register the fact that we hold personal data and to acknowledge the right of 'subject access' – Academy members and staff must have the right to copies of their own data.

### **Purpose of data held by the Academy**

Data may be held by us for the following purposes:

1. Staff Administration
2. Fundraising
- 3.. Accounts & Records
4. Advertising, Marketing & Public Relations
5. Information and Databank Administration
6. Journalism and Media
7. Processing For Not For Profit Organisations
8. Research
9. Volunteers

### **Data Protection Principles**

In terms of the Data Protection Act 1998, we are the 'data controller', and as such determine the purpose for which, and the manner in which, any personal data are, or are to be, processed. We must ensure that we have:

#### **1. Fairly and lawfully processed personal data**

The Academy will always put our logo on all paperwork, stating our intentions on processing the data and state if, and to whom, we intend to give the personal data. Also provide an indication of the duration the data will be kept.

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**2. Processed for limited purpose**

We will not use data for a purpose other than those agreed by data subjects (Academy members, staff and others). If the data held by us is requested by external organisations for any reason, this will only be passed if data subjects (Academy members, staff and others) agree. Also external organisations must state the purpose of processing, agree not to copy the data for further use and sign a contract agreeing to abide by The Data Protection Act 1998 and the Academy Data Protection Policy.

**3. Adequate, relevant and not excessive**

The Academy will monitor the data held for our purposes, ensuring we hold neither too much nor too little data in respect of the individuals about whom the data are held. If data given or obtained is excessive for such purpose, they will be immediately deleted or destroyed.

**4. Accurate and up-to-date**

We will provide our members (Academy members, staff and others) with a copy of their data upon request for information and updating where relevant. All amendments will be made immediately and data no longer required will be deleted or destroyed. It is the responsibility of individuals and organisations to ensure the data held by us is accurate and up-to-date. Individuals should notify us of any changes, to enable personnel records to be updated accordingly. It is the responsibility of the Academy to act upon notification of changes to data, amending it where relevant.

**5. Not kept longer than necessary**

We discourage the retention of data for longer than it is required. All personal data will be deleted or destroyed by us after one year of non membership has elapsed.

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**6. Processed in accordance with the individual's rights**

All individuals that the Academy holds data on have the right to:

- Be informed upon request of all the information held about them within 40 days.
- Prevent the processing of their data for the purpose of direct marketing.
- Compensation if they can show that they have been caused damage by any contravention of the Act.
- The removal and correction of any inaccurate data about them.

**7. Secure**

Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of data.

All Association computers have a log in system and our Contact Database is password protected, which allow only authorised staff to access personal data. Passwords on all computers are changed frequently. All personal and financial data is kept in a locked filing cabinet and can only be accessed by the relevant staff members. When staff members are using laptops out of the office care should always be taken to ensure that personal data on the screen is not visible to strangers.

**8. Not transferred to countries outside the European Economic Area, unless the country has adequate protection for the individual.**

Data must not be transferred to countries outside the European Economic Area without the explicit consent of the individual. The Academy takes particular care to be aware of this when publishing information on the Internet, which can be accessed from anywhere in the globe. This is because transfer includes placing data on a web site that can be accessed from outside the European Economic Area.

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