



THE ACADEMY OF
GYMNASTICS

1 Harbourmead, Harbour Road

Portishead Bristol BS20 7AY

Tel: 01275 840077

Website: www.thegymacademy.co.uk

Email: admin@thegymacademy.co.uk

Inspiring Children

Subject Access Request Policy

An individual has the right to see the information that The Academy holds about them and can make a request to access this information or receive a copy. Requests may be made verbally or in writing. Requests will be responded to within a calendar month of receipt unless we have a number of requests or the request is complex, then extra time may be required to respond. The response time could be increased by a further two months, making the maximum response time, three months.

In line with data protection legislation, The Academy will request certain information before responding to a request:

- enough information to judge whether the person making the request is the individual to whom the personal information relates. This avoid personals information about one individual being sent to another, accidentally or as a result of deception.
- Sufficient information that would reasonably be required to find the personal information amongst the records held by us and covered by the request.

In the event of an individual making a subject access request via a third party, for example, a lawyer working on their behalf, The Academy will request written consent from the individual to confirm that the third party can request and receive information on the individual's behalf.

The Academy's data is held on Iclasspro (class management system), Jotform (custom online form builder), Dropbox Business, Company Computer / Ipad and Company Email, as such these areas will be accessed to collect data.

An individual is only entitled to personal data about himself or herself. If responding to a Subject Access Request may involve providing information which relates to the individual making the request and someone else i.e. a third party, then we do not have to comply with the request if to do so would mean disclosing information about the other individual who can be identified from the information.

ACADEMY OF GYMNASTICS CLUB LTD Private company Ltd by Guarantee

Registered in England & Wales – Company Number 04454506

Registered address – 1 Harbourmead, Harbour Road, Portishead, BS207AY



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Material that is subject to legal professional privilege may be held back – this protects communications between lawyers and their clients for the purposes of giving or obtaining legal advice and communications between lawyers, clients and third parties made for the purposes of litigation, either actual or contemplated.

When we respond to a subject access request, we will provide information they are entitled to receive under data protection legislation.

Responsibility Statement: The information contained in this policy represents The Academy's interpretation of the law as at the date of this edition. The Academy takes all reasonable care to ensure that the information contained in this policy is accurate and that any opinions, interpretations and guidance expressed have been carefully considered in the context in which they are expressed. However, before taking any action based on the contents of this Guidance, readers are advised to confirm the up to date position and to take appropriate professional advice specific to their individual circumstances.

Updated November 2021

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