



1 Harbourmead, Harbour Road

Portishead Bristol BS20 7AY

Tel: 01275 840077

Website: www.thegymacademy.co.uk

Email: admin@thegymacademy.co.uk

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PRIVACY NOTICE FOR VOLUNTEERS / YOUNG LEADERS

INTRODUCTION

The Academy of Gymnastics Club Limited (“The Academy of Gymnastics”, “The Academy”, “we” or “us”) take the privacy and security of your personal information very seriously.

In this privacy notice, we set out how we collect and use your personal information before, during and after your working relationship with us, in accordance with data protection legislation.

It applies to all of our volunteers and young leaders and it does not form part of any employment contract or any other services contract with us.

We may update this notice at any time and we may provide you with additional privacy notices from time to time.

PERSONAL INFORMATION THAT WE PROCESS

Personal information means any information about an individual from which that person can be identified. It does not include anonymous information where the identity has been removed.

There are “special categories” of more sensitive personal information which require a higher level of protection such as your ethnicity and health information.

We will collect, store, and use the following categories of personal information about you:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses.
- Date of birth.

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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- Gender.
- Marital status and dependents.
- Next of kin and emergency contact information.
- National Insurance number.
- Bank account details, payroll records and tax status information.
- Salary, annual leave, NEST pension and benefits information.
- Location of employment or workplace.
- Confirmation of your Membership of British Gymnastics.
- Your Disclosure & Barring Service (DBS) check information for a maximum of six months.
- Copy of driving license.
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process).
- Employment records (including job titles, dates of employment, work history, working hours, training records and professional memberships).
- Details of your existing and previous salary.
- Performance information including 1:1s and appraisals.
- Disciplinary and grievance information.
- Information about your use of our information and communications systems.

We may also collect, store and use the following “special categories” of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
- Information about your health, including any medical condition, health and sickness records.
- Information about criminal convictions and offences.

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HOW WE COLLECT YOUR PERSONAL INFORMATION

We collect personal information about you through the recruitment process, either directly from you or sometimes from an employment agency or background check provider. We may sometimes collect additional information from third parties including former employers, credit reference agencies or other background check agencies.

When you start your employment with us, you will directly provide us with certain personal information such as your bank account details and next of kin information.

We will collect further personal information about you in the course of your employment such as training records, sickness and holiday records etc.

HOW WE USE YOUR PERSONAL INFORMATION

We will only process your personal information if we have a lawful ground for processing such information. Most commonly, we will use your personal information in the following circumstances:

1. Where we need the information to perform the employment contract between us or any other contract between us.
2. Where we need the information to comply with a legal obligation.
3. Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

We may also use your personal information in the following situations, but these are not likely:

1. Where we need to protect your interests (or someone else's interests).
2. Where it is needed in the public interest or for official purposes.

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PURPOSES FOR WHICH WE PROCESS YOUR PERSONAL INFORMATION

We will process your personal information for the following purposes:

- Making a decision about your recruitment or appointment.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work in the UK.
- Paying you and, if you are an employee, deducting tax and National Insurance contributions.
- Providing certain benefits to you.
- Liaising with your pension provider.
- Administering the contract we have entered into with you.
- Business management and planning, including accounting and auditing.
- Conducting performance reviews, managing performance and determining performance requirements.
- Making decisions about salary reviews and compensation.
- Assessing qualifications for a particular job or task, including decisions about promotions.
- Gathering evidence for possible grievance or disciplinary hearings.
- Making decisions about your continued employment.
- Making arrangements for the termination of our working relationship.
- Education, training and development requirements.
- Dealing with legal disputes involving you, or other employees, workers and contractors, including accidents at work.
- Ascertaining your fitness to work.
- Managing sickness absence.

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- Complying with health and safety obligations.
- To prevent fraud.

- To monitor your use of our information and communication systems to ensure compliance with our IT policies.
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- To conduct information analytics studies to review and better understand employee retention and attrition rates.

If you decide not to provide us with certain personal information that we have requested, we may not be able to perform contracts between us (such as paying you or providing a benefit), or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our workers).

We may from time to time use your personal information without your knowledge or consent where this is required or permitted by law.

HOW WE USE SPECIAL CATEGORY INFORMATION

“Special categories” of sensitive personal information require higher levels of protection than non-sensitive information. In order to process such sensitive information we need to have further justification. We may process special categories of personal information in the following circumstances:

1. In limited circumstances, with your explicit written consent.
2. Where we need to carry out our legal obligations or exercise rights in connection with employment.
3. Where it is needed in the public interest, such as for equal opportunities monitoring.

Occasionally, we may process special category information where it is needed in relation to

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legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

We will use your special category or sensitive information in the following ways:

- In relation to absence recording, which may include sickness absence or family related leaves, to comply with employment and other laws.
- In relation to your physical or mental health, or disability status, to ensure your health and safety in the workplace and to assess your fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence and to administer benefits.
- Information about criminal convictions and offences.

CRIMINAL CONVICTIONS

We may only process information relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations.

Rarely, we may use your personal information relating to criminal convictions where necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

AUTOMATED DECISION-MAKING

We do not envisage that any decisions will be taken about you using automated means, however we will notify you in writing if this position changes.

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USE OF ICLASSPRO

The Academy uses third party software, iclasspro, to manage records and policies. You will be asked to set up an account with iclasspro to be able to access information about classes, policies and communicate with students. iclasspro have their own privacy information which you can access on their website www.iclasspro.com. If you have any concerns about the privacy or security of iclasspro, you should discuss these with the manager in the first instance.

TRANSFERS TO THIRD PARTIES

We may have to share your personal information with third parties, including third-party service providers for example because it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

Third party providers may carry out the following services: payroll, pension administration, benefits provision and administration, HR administration, IT services.

We may share your personal information with other third parties, for example in the context of the possible sale or restructuring of the business. We may also need to share your personal information with a regulator or to otherwise comply with the law.

We require third parties to respect the security of your information and to treat it in accordance with the law. They must act only in accordance with our instructions and they agree to keep your personal information confidential and secure.

TRANSFERS OUTSIDE OF THE UK/EEA

We may transfer your personal information outside the UK/EEA. If we do, you can expect a similar degree of protection in respect of your personal information.

Where we transfer your personal information to countries where there is no adequacy decision in respect of that country, we will put in place certain measures to ensure that your personal information does receive an adequate level of protection, such as standard contractual clauses that have been approved by the Information Commissioners Office.

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INFORMATION SECURITY

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorized way, altered or disclosed.

We have put in place procedures to deal with any suspected information security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

INFORMATION RETENTION

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal information, we consider the amount, nature, and sensitivity of the personal information, the potential risk of harm from unauthorized use or disclosure of your personal information, the purposes for which we process your personal information and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you. Once you are no longer an employee, worker or contractor of the company we will retain and securely destroy your personal information in accordance with applicable laws and regulations.

RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION

It is important that the personal information we hold about you is accurate and up to date. Please keep us informed if your personal information changes.

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.

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- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below)
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal information, or request that we transfer a copy of your personal information to another party, please contact Liz Kincaid in writing.

You will not have to pay a fee to access your personal information or to exercise any of the other rights under data protection laws. However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

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If you believe we are not handling your personal information correctly, you have the right to make a complaint to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

RIGHT TO WITHDRAW CONSENT

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please email Liz Kincaid. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

If you have any questions about this privacy notice, please contact your manager.

Updated: November 2021

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