



Community Gymnastics Club Ltd

Data Retention Policy

The General Data Protection Regulation (**GDPR**) (Regulation (EU) 2016/679)

Sherburn Community Gymnastics Club (SCGC) is committed to providing the highest standard of service to it's members. In order to achieve this, we are required to collect a certain amount of personal information about both you and your child.

This information will be retained by the club and used in line with the general data protection regulations. The information will be kept in paper format and stored securely within the club. The information includes emergency contact details and medical information, including any allergies and relevant medical conditions. This information will only be shared with emergency services in the event that no contact persons listed can be reached, the information is stored solely for this purpose and will not be shared with any third parties, other than the governing body in the event of a notifiable incident.

You are asked to ensure that the information the club hold is up to date. Any information that is no longer relevant will be destroyed using a secure method. Upon leaving the club this information will also be destroyed, this excludes any information held in the accident book, which will be held securely within the club as required by HSE legislation.

In the event of a data breach, SCGC will notify the Information Commissioners office within 72 hours of becoming aware of such a breach, as set out in the general data protection regulation.

Events

The club will at times compete in events where participation information will need to be shared with the organisers. A separate form will be produced for each event and will require consent from the participants parent/guardian in order that only the relevant information can be shared. A log recording what information has been shared and with whom will be securely kept.

Employees'

Employees information will be kept for payroll, pension and administrative purposes and will only be shared with their written consent.

