

East Surrey Acrobatics Limited

Privacy Policy

How we collect, use and protect your personal data

Date: May 2026

Review Date: May 2027

Company Number: 17056364

Organisation	East Surrey Acrobatics Limited
Company Number	17056364
Data Controller	Lucy Tozer
Contact	eastsurreyacrobatics@hotmail.com
Venues	YMCA Sovereign Centre, Sliphatch Road, Reigate, RH2 8HA YMCA East Surrey, Princes Road, Redhill, RH1 6JJ
Adopted	May 2026
Review Date	May 2027

1. Introduction

East Surrey Acrobatics Limited (company number 17056364) is the data controller for the personal information we hold about you. This privacy policy explains what data we collect, why we collect it, how we use it and your rights under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

If you have any questions about how we use your data, please contact us at eastsurreyacrobatics@hotmail.com.

2. What Data We Collect

We collect and hold the following personal information:

For gymnasts and their parents or guardians:

- Full name and date of birth
- Parent or guardian name, address, email and phone number
- Emergency contact details
- Medical information relevant to participation (conditions, allergies, medications)

- British Gymnastics membership number
- Fee payment records
- Photographs and videos (where consent has been given)

For coaches and staff:

- Full name, address, email and phone number
- DBS disclosure number and date
- British Gymnastics registration details
- Bank details (for payroll purposes)
- National Insurance number and tax information
- Emergency contact details

3. Why We Collect It — Legal Basis

We process your data on the following legal bases:

- Contract — to manage your membership and provide gymnastics coaching services
- Legal obligation — to meet our responsibilities as an employer, including PAYE and safeguarding
- Legitimate interests — to manage the safe and effective operation of the club
- Consent — for photographs, videos and marketing communications (you may withdraw consent at any time)

4. How We Use Your Data

We use your personal data to:

- Manage gymnast membership and class bookings
- Communicate with parents and guardians about sessions, events and club news
- Process fee payments
- Administer safeguarding and welfare processes
- Meet our legal obligations as an employer
- Register gymnasts and coaches with British Gymnastics
- Promote the club through our website and social media (with consent)

5. Who We Share Data With

We will only share your data where necessary:

- British Gymnastics — for membership and insurance registration
- YMCA East Surrey — our venue provider, for operational purposes
- Our accountant — for financial and payroll administration
- HMRC — as required by law for payroll and tax
- Emergency services — in a medical emergency

We will never sell your data to third parties or share it for marketing purposes without your explicit consent.

6. How Long We Keep Your Data

- Gymnast membership records — for the duration of membership plus 3 years

- Medical information — for the duration of membership, then securely destroyed
- Financial records — 6 years as required by HMRC
- Safeguarding records — in line with British Gymnastics guidance
- Employee records — 6 years after employment ends

7. Your Rights

Under UK GDPR you have the right to:

- Access — request a copy of the personal data we hold about you
- Rectification — ask us to correct inaccurate data
- Erasure — ask us to delete your data in certain circumstances
- Restriction — ask us to limit how we use your data
- Portability — receive your data in a portable format
- Object — object to our use of your data for legitimate interests
- Withdraw consent — at any time, for any processing based on consent

To exercise any of these rights, please contact us at eastsurreyacrobatics@hotmail.com. We will respond within one calendar month.

8. Data Security

We take reasonable technical and organisational measures to protect your data against unauthorised access, loss or destruction. Data is stored securely and access is limited to those who need it.

9. Complaints

If you are unhappy with how we have handled your data, you have the right to complain to the Information Commissioner's Office (ICO):

- Website: ico.org.uk
- Tel: 0303 123 1113

10. Changes to This Policy

We will update this policy when necessary. The current version will always be available on our website at eastsurreyacrobatics.co.uk. Last updated: May 2026.