

Elevate Gymnastics Privacy Policy

Effective date: 05/03/2026

Introduction

Elevate Gymnastics (“we”, “us”, “our”) is dedicated to safeguarding your privacy. This Privacy Policy outlines the ways in which we collect, use, store, and share personal data relating to our members, parents and guardians, volunteers, and self-employed coaches or contractors.

1. Who We Are (Data Controller)

Elevate Gymnastics acts as the data controller for all personal data we process. If you need to contact us regarding data protection matters, please reach out to Carolan Palmer.

2. Personal Data We Collect

The types of personal data we collect vary depending on whether you are a member, parent, volunteer, or self-employed coach.

A. Member / Participant Data

- Name, date of birth, gender
- Parent or guardian details
- Contact information
- Emergency contact information
- Class bookings and attendance records
- Medical or allergy information
- Behaviour and safeguarding notes, where relevant
- Photos and videos, where consent has been given

B. Self-Employed Coaches / Contractors

We collect and process information necessary to facilitate safe and lawful coaching delivery.

Identity & Contact Information

- Full name
- Address
- Email address and phone number
- Date of birth, if required for safeguarding checks

Professional Information

- Coaching qualifications
- British Gymnastics membership number and status
- Safeguarding and first aid certificates
- CPD records
- Coaching experience or profile

Legal & Compliance Information

- Enhanced DBS certificate details (number and date)
- Right-to-work confirmation, if applicable
- Insurance documentation:
 - Public liability insurance
 - Professional indemnity insurance
- Accident or incident involvement records
- Conduct or safeguarding concerns
- Contract or reference information, where applicable

Financial / Administrative Information

- Bank details (for payments)
- Invoices and payment records
- UTR number (for HMRC, if required)

We only collect data necessary to comply with safeguarding, insurance, and regulatory requirements.

C. Volunteers and Staff (Non-employed)

Data collected is similar to coaches but depends on the role. Typically, this includes contact information, safeguarding checks, and evidence of training.

D. Website / Communications Data

- IP address and browser type (via cookies, where enabled)
- Contact form submissions
- Marketing preferences

3. How We Collect Data

- Registration forms (online or paper)
- Communication with the club (email, phone, social media)
- Coaches providing documentation to work with us
- Attendance systems
- Accident and safeguarding reports

- Website analytics tools, where used

4. Why We Use Personal Data (Lawful Bases)

A. Contract

Personal data is used to deliver classes, programmes, coaching services, payments, and scheduling.

B. Legal Obligation

- Safeguarding compliance
- Accident records
- DBS checks
- HMRC requirements (for contractors)

C. Vital Interests

Data is processed when required to prevent harm or manage emergencies.

D. Legitimate Interests

- Club administration
- Ensuring coaching quality and compliance
- Verifying identity and qualifications of self-employed coaches

E. Consent

- Marketing
- Photos and videos

5. Special Category Data

Special category data includes medical information, safeguarding details, and incident reports.

- Safety and participation requirements
- Legal obligations
- Insurance purposes

Data is also processed to protect vital interests. Access to this data is restricted.

6. Who We Share Data With

Relevant personal data may be shared with the following:

- British Gymnastics (for membership, insurance, and compliance)
- Payment providers
- Venue operators (where required for access or safety)
- Insurers
- IT or software providers (booking or email systems)

- Law enforcement or safeguarding bodies (where legally required)

We never sell personal data.

7. International Transfers

If any software provider stores data outside of the UK, we ensure appropriate safeguards are in place, such as Standard Contractual Clauses.

8. How We Secure Your Data

- Role-restricted access
- Password-protected systems
- Secure storage and encrypted transfers where possible
- Staff and coach training in data protection
- Regular reviews of access privileges

9. Data Retention

We retain personal data only for as long as necessary. Typical retention periods include:

Members:

- Membership and attendance records: up to 4 years after leaving
- Accident and safeguarding records: until the child is 25 (or longer if required)
- Payment records: 6 years (legal requirement)

Self-Employed Coaches:

- Coaching agreements and compliance documents: up to 6 years after contract ends
- DBS verification and safeguarding documentation: retained only for required periods
- Incident and safeguarding documentation: retained in line with safeguarding rules

You may request full retention details at any time.

10. Your Rights

You have the following rights:

- Access your data
- Rectify inaccurate data
- Request deletion (where applicable)
- Restrict or object to processing

- Data portability in certain circumstances
- Withdraw consent

Contact us to exercise these rights.

11. Children's Privacy

Elevate Gymnastics is committed to protecting the personal data of children and young people. We only collect, use, and store information about individuals under 18 in strictly limited circumstances, as outlined below:

A. Gymnasts Under 18

- Personal information for gymnasts under 18 is only collected directly from a parent or legal guardian.
- Parents and guardians are responsible for ensuring the information provided is accurate and kept up to date.
- Children should not submit their own personal information to the club via online forms, email, or social media.

B. Young Volunteers or Individuals in Employment (Under 18)

- Personal information for individuals under 18 is collected only if they take on a role as a volunteer or are engaged in regulated activity, work placement, or employment within the club.
- Explicit written consent from a parent or legal guardian is required before any information is collected or processed.
- This may include data necessary for safeguarding, DBS eligibility checks, training records, or supervision purposes.

C. Social Media and Online Safety (Under 16)

- Individuals under 16 must not post about themselves on Elevate Gymnastics' social media platforms, comment sections, or digital spaces controlled by the club.
- This includes posting personal details, photos, videos, or any identifying content.
- Elevate Gymnastics is not liable for breaches of this rule should an under-16 individual bypass guidance or parental supervision.

D. Club-Managed Content Featuring Children

- Photos or videos of children shared by the club on official social media, websites, or promotional materials are only posted when:
 - Appropriate consent from a parent or guardian has been provided
 - It aligns with our safeguarding responsibilities

E. Parental Responsibility

Parents and guardians are responsible for:

- Monitoring their child's online behaviour in relation to club platforms
- Ensuring any personal data shared with the club is provided by them, not the child
- Informing the club of any changes to medical, contact, or safeguarding-related information

12. Cookies and Online Tracking

Our website uses cookies and similar technologies to ensure proper functionality, improve your browsing experience, and help us understand how visitors use our site.

A. What are Cookies?

Cookies are small text files placed on your device when you visit our website. They help us remember your preferences, support security features, and enable certain website functions to operate correctly.

B. Types of Cookies We Use

Essential Cookies

These cookies are vital for the website to function, enabling page navigation, secure logins, and access to protected areas. You cannot opt out of these cookies.

Functional Cookies

Functional cookies help us remember your preferences, such as contact form details or display settings, to enhance your experience.

Analytics Cookies

We may use analytics tools (such as Google Analytics or similar services) to understand how visitors use our website, which pages are most popular, and how users navigate the site.

Marketing / Social Media Cookies

If used, these cookies track interactions with embedded social media features or promotional content. They are optional and only used with your consent.

Managing Your Cookie Choices

On your first visit to our website, you will be asked whether you wish to accept or decline non-essential cookies. You can change your preferences at any time by adjusting your browser settings or by revisiting our cookie banner, if enabled.

Blocking some cookies may impact the functionality or performance of the website.



More Information

If you would like more details about the specific cookies we use, how long they're stored, or how to manage them, you may request our full Cookie Policy at any time.

13. Contact Us

Elevate Gymnastics

Address: 21 Nordik Gardens, Hedge End, SO30 0LQ

14. Changes to This Policy

Any updates to this policy will be published on our website or made available upon request.