

# PRIVACY POLICY

Your privacy is extremely important to Affinity Academy and we are fully committed to providing you with clear and transparent information about how we use your personal information. We value the trust you give us when sharing your personal information. We will ensure robust measures are in place to keep your information secure and will only use it for the purposes outlined in this policy.

## THE INFORMATION WE COLLECT FROM YOU

When you register as an Affinity Academy member (or you register or renew on behalf of a child under the age of 16), we need to collect information about you. Some of this information is essential for us to provide your membership but it is your choice whether you provide all the information we have requested. Not providing information may affect our ability to provide all the benefits of membership to you.

- Your name (and the name of the member if they are under 16) and preferred title.
- Date of birth and gender.
- Contact details (telephone, email and postal address).
- Payment and transactional information (if you are paying for classes). We do not store any credit/debit card details.
- Any medical conditions which may either affect their participation in the sport or to ensure their wellbeing while taking part in the sport.
- Photo consent – we request your permission to take photos or videos for use in marketing materials. (We may use photographs and videos taken to either help the gymnast with their progress or to assist with coach training or onsite security. Any material taken for these purposes is for internal use ONLY and WILL NOT be used for promotional purposes. Consent to filming in this way this forms part of the service we deliver to you.

We may also collect the following other information about you:

- Records of communications from, to or relating to you.
- Accident or incident reports.
- Details of gymnastics qualifications/awards you hold and training you have completed.
- There are occasions where we ask for extra personal information, such as registration for an event or online questionnaires. Any details collected are stored on our secure server.

Special note for users under the age of 18

If you are under the age of 18, you must obtain permission from your parent or guardian before registering or providing any personal information to us.

## WHAT WE DO WITH THIS INFORMATION

When you register as a member of Affinity Academy, we need to use your personal information to provide the services to which you have subscribed. Any communications will be relevant, timely and not excessive.

The personal information you provide when you register with us is stored in a secure database from LoveAdmin, under Pay Here Ltd Software – please find a link to their privacy policy [here](#). This information is only accessible to the Admin Team Affinity Academy and the server administrator at the hosting company.

We process personal information about you where we have a legitimate interest to do so. In some cases, this may require us to collect additional information from you or from other sources. The purposes include:

- To respond to your questions and support needs you raise in person or by telephone, email or letter or via our website.
- To provide and promote gymnastics competition.
- To send you information that we think will be of interest to you.
- To invite you to participate in Affinity Academy research.
- To invite you to an Affinity Academy event.
- To comply with a legal or statutory obligation.

## WHY WE SHARE INFORMATION ABOUT YOU

We have some legitimate interests in sharing your personal information with our affiliated organisations to ensure the sport is safe and well-governed across the UK.

### Competitions & Events

If you register for a competition or event that is organised by an affiliated organisation, we will inform the relevant organiser of any information required to ensure that you meet the eligibility criteria to take part in the event. Any information shared will be limited to what is strictly necessary to achieve this purpose. This may include Membership no., Date of Birth, or qualifications.

### Independent Gymnastics (IGA) Membership

In order to be covered by insurance to take in part in Gymnastics related at Affinity, all gymnasts must have IGA Membership. We will share the data needed for this registration with UKG on your behalf. Any information shared will be limited to what is strictly necessary to achieve this purpose. This may include Membership no., Date of Birth and photo permission for UKG events.

## MARKETING

With your consent, we will use your email address to send you the latest news and information about gymnastics that we believe may be of interest to you. These communications will include relevant newsletters and magazines, information about opportunities, products, services and events and relevant information.

We also use MailChimp, a US-hosted third party provider to send out our marketing communications who are certified as adhering to the EU-US Privacy Shield. For more information, please see MailChimp's [privacy notice](#).

If you agree to any of the above marketing, and later change your mind, you can opt out at any point, you can use the 'unsubscribe' link at the end of the electronic communication which will unsubscribe you from all marketing communications.

## HOW WE PROTECT YOUR PERSONAL INFORMATION

We seek to comply with the Data Protection Act 1998 and the General Data Protection Regulations (GDPR) (EU) 2016/679 and take all reasonable care to prevent any unauthorised access to your personal data.

Affinity Academy does not sell or share any personal information about you to any outside vendors or advertising agencies.

We use appropriate technical and organisational measures and precautions in order to protect your personal data and to prevent the loss, misuse or alteration of your personal information.

We would not transfer your information outside of the EEA (European Economic Area) without obtaining your consent first.

## CREDIT CARD DETAILS

Affinity Academy understands the natural concerns you may have about using sensitive personal or credit card details. We would therefore like to assure you that this information is not currently stored or retained by Affinity Academy and are used solely to fulfil a telephone payment.

## UPDATING YOUR PERSONAL INFORMATION

You can request access to your information, request changes to how we communicate to you or inform us of any changes to your personal information by contacting our Data Protection Officer, at Affinity Academy Ltd, Unit 26, Plumpton House, Plumpton Road, Hoddesdon, EN11 0LB. Alternatively, you can email us at [hello@affinityacademy.co.uk](mailto:hello@affinityacademy.co.uk) or telephone 01992 466295.

## HOW LONG DO WE HOLD YOUR INFORMATION ON FILE?

We hold information about you for as long as you actively subscribe as a user. As many customers dip in and out of classes with us we will hold your information for 2 years whereafter if you have not used any of our services we will remove you from our records.

## CONTACTING US

If you have any concerns about the Affinity Academy privacy policy or feel that we are not adhering to the provisions set out here, please do not hesitate to contact us by writing to: The Data Protection Officer, Affinity Academy, Unit 26, Plumpton House, Plumpton Road, Hoddesdon, EN11 0LB. Alternatively, you can email us at [hello@affinityacademy.co.uk](mailto:hello@affinityacademy.co.uk) or telephone 01992 466295.

## YOUR CONSENT

In registering with Affinity Academy through our website, you consent to the provisions detailed in this policy.

## CHANGES TO THIS PRIVACY POLICY

This Privacy notice may change from time to time. Please visit this website section periodically in order to keep up to date with the changes in our Privacy Policy.