

1. INTRODUCTION

Wetherby Gymnastics appreciates your business and trust. Please read this Privacy Policy and our Terms and Conditions, providing consent to both documents at registration in order to have permission to use our online services.

This document tells you more about:

- The information we collect
- What we use your information for
- How your information is stored and how long we keep it
- What rights you have to the information

We collect and process your data based on the Data Protection Act (2018) and the General Data Protection Regulation (2016)

2. WHAT INFORMATION DO WE COLLECT

REGISTRATION DATA

If you register on our website, we store your chosen username and your email address and any additional personal information added to your user profile. You can see, edit, or delete your personal information at any time (except changing your username). Website administrators can also see and edit this information.

COMMENTS

When you leave comments on the website we collect the data shown in the comments form, and also the IP address and browser user agent string to help spam detection.

CONTACT FORM

Information submitted through the contact form on our site is sent to the Wetherby Gymnastics Club email, hosted by Gmail. You can find more information about this here: (<https://policies.google.com/privacy?hl=en-US>). These submissions are only kept for customer service purposes they are never used for marketing purposes or shared with third parties.

GOOGLE ANALYTICS

We may use Google Analytics on our site for anonymous reporting of site usage. So, no personalized data is stored. If you would like to opt-out of Google Analytics monitoring your behavior on our website please use this link: [Google Analytics Opt-out](#).

3. WHY WE COLLECT AND PROCESS YOUR PERSONAL DATA

- Verification/identification of the user during website usage;
- Providing Technical Assistance;
- Sending updates to our users with important information to inform about news/changes;

- Checking the accounts' activity in order to detect and prevent inappropriate use and ensure the security of our members' personal information;
- Customising the website to make your experience more personal and engaging; and
- Manage performance of the site.

4. EMBEDDED CONTENT

Pages on this site may include embedded content from Vimeo, videos, for example. Embedded content from other websites behaves in the exact same way as if you visited the other website. We use a secure Vimeo account and videos settings are set to restrict access from the Wetherby Gymnastics Online site.

5. COOKIES

NECESSARY COOKIES (ALL SITE VISITORS)

- **wp-auth:** Used by WordPress to authenticate logged-in visitors, password authentication and user verification.
- **wordpress_logged_in_{hash}:** Used by WordPress to authenticate logged-in visitors, password authentication and user verification.
- **wordpress_test_cookie** Used by WordPress to ensure cookies are working correctly.
- **wp-settings-[UID]:** WordPress sets a few wp-settings-[UID] cookies. The number on the end is your individual user ID from the users database table. This is used to customize your view of admin interface, and possibly also the main site interface.
- **wp-settings-[UID]:** WordPress also sets a few wp-settings-{time}-[UID] cookies. The number on the end is your individual user ID from the users database table. This is used to customize your view of admin interface, and possibly also the main site interface.

6. THE LEGAL BASIS OF PROCESSING

Depending on the purpose of processing the use of your information will be legal on the basis of either:

- Informed consent given by you or your parent/guardian [Article 6(1)(a) of the GDPR]
For example: Registering you on the system
- Our legitimate interests [Article 6(1)(f) of the GDPR]
For example using usage data to improve the performance of the site

7. STORING YOUR PERSONAL DATA

Data gathered during signup for Wetherby Gymnastics Online is stored securely by Wordpress. The Privacy Policy for Wordpress can be found here (<https://automattic.com/privacy/>). We use appropriate software on the site to manage the security of your data.

We will store the details of your registration for as long as you remain a member of Wetherby Gymnastics unless you ask us to delete it. We will delete usage data after 12 months.

If you cease to be a member, we will retain your information for 3 months and then we will permanently and securely delete it.

8. SHARING YOUR PERSONAL DATA

We will not share your personal data with any third party except where

- We have obtained your explicit consent to do so;
- We are required to do so by law or as part of legal action
- We reasonably need to do so based on our responsibilities for safeguarding

9. USE OF A DATA PROCESSOR

We have outsourced the management of the club and the provision of our online service to Gymfeva. We are satisfied that Gymfeva will abide by the responsibilities of this privacy notice and support your rights.

10. SECURITY MEASURES

We use the SSL/HTTPS protocol throughout our site. This encrypts our user communications with the servers so that personal identifiable information is not captured/hijacked by third parties without authorization.

In case of a data breach, system administrators will immediately take all needed steps to ensure system integrity, will contact affected users and will attempt to reset passwords if needed.

11. YOUR DATA RIGHTS

You have rights relating to the personal data that we collect and use. Depending on the legal basis we are using the information you have different rights. If we are using your personal data based on your consent, you can withdraw that consent and we will stop using that personal data. Withdrawing your consent will need to be recorded in writing, please contact the Data Protection Officer.

The right to be informed:

If you ask us, we must tell you if we are collecting or using your personal data.

If we are collecting or using your personal data, you have:

The right of access to your personal data

You have the right to view the personal data that we hold about you, to receive a copy of the data and to be given more information about the data including any transfer to countries who do not fall under the requirements of the GDPR.

Some information we hold may not be accessed in this way. If you ask for information that is not available, there may be other ways of accessing it and we can help you.

To have access to your personal data we will need to collect details of what you want and in the first instance you can contact the Data Protection Officer whose details can be found at the end of this Privacy Notice. You will also need to supply us with standard information to verify your identity.

Other rights

You also have rights to ask us to correct inaccurate personal data, to ask us to stop using it or to object to us using it. For some data you may have the right to ask us to erase it, or to provide it in an electronic format that you can give to someone else. For data processed on the basis of our legitimate interest you have the right to ask us to stop using it.

You will be given full details of these rights from the Data Protection Officer.

If you wish that all of your data is erased, we will no longer be able to offer any support or other product-related services to you.

11. EXERCISING YOUR DATA RIGHTS

Who can make decisions about your personal data will depend on your age. If you are under 12 then your parent or guardian will make the decisions. If you are 12 year old or over then you can make decisions about your own data including the right to withdraw consent for us to continue to use your data.

12. WHO TO CONTACT

Although we are not obliged to, we have a person who take the role of data protection officer for the club. The data protection office can help you exercise your rights and also help you if you have a question of complaint about how your data is used.

Our data protection officer is Ian Parrett who can be contacted by emailing ian.parrett@gdprsentry.com

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/> or call 0303 123 1113.

13. AMENDMENTS

We may amend this Privacy Policy from time to time. When we amend this Privacy Policy, we will update this page accordingly and may require you to accept the amendments in order to be permitted to continue using our services.