



Stockport School of Gymnastics Privacy Policy

This privacy policy sets out how Stockport School of Gymnastics uses and protects any information that you give Stockport School of Gymnastics when you use this website.

Stockport School of Gymnastics is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

Stockport School of Gymnastics may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 1st May 2018.

What we collect

We will collect the following information:

- Name, age, sex
- contact information including email address
- demographic information such as address, postcode
- Preferences for courses/events

What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- We may use the information to improve our products and services.
- We may periodically send promotional emails about new courses, competitions, special offers or other information which we think you may find interesting regarding Stockport School of Gymnastics programmes using the email address which you have provided.
- From time to time, we may also use your information to contact you for customer survey purposes. We may contact you by email
- **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling your personal information

You may choose to restrict the collection or use of your personal information in the following ways:

- whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by a third party.
- if you have previously agreed to us using your personal information for any of the above, you may change your mind at any time by writing to or emailing us at office@stockportgymnastics.com
- We will not sell, distribute or lease your personal information to third parties. We may use your personal information to send you promotional information
- We have CCTV in the reception area, at the front entrance, and the bike shed area, these pictures are used for security purposes only, CCTV footage is only viewed by the office managers and is only kept for a 4-month period. CCTV footage is not shown to or used by third parties.

You may request details of personal information which we hold about you under the GDPR 2018. Which we will provide free of charge. If you would like a copy of the information held on you please write to Stockport School of Gymnastics, Newby Road Industrial Estate, Hazel Grove, Stockport, Sk7 5DA, and once we have verified you are the person we hold the information of we will provide you all the information held within 1 month of your request.

Right to Erasure

Under certain circumstances, you have the right to have all the data held about you by SSOG deleted.

Data will be deleted by SSOG if the data is no longer required

Data will be deleted if it is no longer relevant to the original purpose of processing

If a customer withdraws their consent

If your data was processed unlawfully

Should you wish your data to be deleted from our records, please follow the process below:

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- Email us at Office@stockportgymnastics.com and request the deletion of your data.
- You will then be contacted by a member of staff who once they verify your identity will arrange for your data to be removed
- Data will be removed within 7 days of your identity verification

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible at the above address. We will promptly correct any information found to be incorrect.