

This document belongs to HPN Gymnastics and its subsidiaries.
Rivers Gymnastics Academy is a subsidiary of HPN Gymnastics.
Updated 11/12/23.

HPN Gymnastics Privacy Notice

Throughout this document the notation of 'HPN Gymnastics' is hereby referring to 'HPN Gymnastics and all its subsidiaries and subcontractors'.

Throughout this document the notation of 'gymnastics sessions' are those run by 'HPN Gymnastics' and is hereby referring to 'HPN Gymnastics and all its subsidiaries and subcontractors'.

HPN Gymnastics is committed to protecting your personal information will ensure your personal information is kept secure.

Permission must be granted by the parent/guardian responsible for the child for any photos/recordings for teaching purposes, communications to parent/guardian and sharing on private social media platforms. HPN Gymnastics will not use photographs and/or recordings for teaching purposes on any form of public social media channels.

How we use information

We need to process information about you or your child/ren for the following reasons:

- **Contractual purposes**

To provide the gymnastics activity you have requested, communicate with you about this activity, changes to our terms and conditions and to process payments (if relevant).

- **Legitimate interests**

To meet the legitimate aims of HPN Gymnastics and ensure your child is well supported and safe whilst participating in gymnastics. This includes:

Carrying out any relevant risk assessments:

Some individuals may present with a medical condition that may present a risk of harm when participating in gymnastics. It is vital that you share any relevant medical information.

Identifying any reasonable adjustments and adaptations to support inclusion:

If you or your child/ren has a disability or any special needs, we will review the information you have provided to help us identify any actions we can take to support inclusion.

Responding to any comments, questions or complaints you may send us.

Maintaining class attendance records and contact details for emergency purposes.

You have the right to object to any of the above uses of your information by contacting us. Please note that in some cases, this may affect our ability to carry out the things we need to do for you to take part in gymnastics.

- **Legal reasons**

To comply with applicable laws and protect legitimate interests and legal rights. This includes, but is not limited to the use of your information relating to legal claims and compliance and regulatory activity.

- **Marketing**

We may send you information by email about activities, products and opportunities that we think will be of interest to you. You can ask us to stop sending you this information at any point by contacting us.

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Why we share your information

We will not share your information with any other organizations except with the primary school your child/ren attends, and with your consent and/or in exceptional/emergency circumstances where we believe that the sharing of information about you is vital to protect you, your child/ren and/or another person. Email addresses and names may be shared for accounting purposes.

Individual rights

You have the right to see the personal information we hold; you can request a copy by writing to us.

If we do hold other information about you, you can ask us to delete it or correct any inaccuracies. We will either make the requested amendments or provide an explanation as to why we are not making changes.

Data information will be collected once your child/ren begins participating in the gymnastics sessions and annually thereafter in September (the beginning of each academic year). You have the right to withdraw consent at any time.

Changes to the privacy notice

We keep our privacy notices under regular review. This privacy notice was last updated on 11th December 2023.