Record of processing activities under Article 30 of the GDPR

Name and contact details of the Controller	Generation gymnastics CIC
Name and contact details of the Data Protection Officer	Generation gymnastics CIC management
Purposes of processing	We process personal information to enable us to provide gymnastics activity. Our purposes include: • Provision of gymnastics activity including classes, training, competition and displays • Provision of gymnastics products • Monitoring attendance and achievement • Monitoring performance and undertaking fitness assessments • Taking payments • Safe recruitment checks • Responding to communications • Maintaining our accounts and business records • Photography and filming for club promotional purposes • Marketing the club and our activities • Managing our website and social media account • Gift aid/fundraising
Description of the categories of data subjects	• Members (under 18) • People with parental responsibility for a member under 18 • Members (over 18) • Emergency contacts • Employees and prospective employees • Volunteers and prospective volunteers • Club officials
Categories of personal data	• Contact details • Date of birth • Gender • Medical conditions and/or disabilities and additional related information • Individual needs relating to learning, religious or other support needs • Individual risk assessments • Details of any reasonable adjustments or steps taken to support your individual needs • British Gymnastics membership details • Consent to emergency treatment and data processing consents • Attendance and achievement records • Communication records • Conduct records • Accident or incident reports including details of injuries • IP address, browser identifier and the time of access • Bank details • Tax status

	• Experience, qualifications, training records • Safeguarding training and criminal record check details e.g. date and no. of disclosure • Confirmation that you have completed a criminal record check (prospective or existing volunteers). • Training and technical performance information • Lifestyle information • Nationality • Dietary requirements
Categories of recipients to whom personal data has been or will be disclosed	• UK and Home Country Gymnastics Governing Body • Regional and County Gymnastics Associations • Lawyers and other professional advisers • Children and Adult Social Care • Data processors • Revenue and Customs • Local Authority • Regulatory Authorities • Medical professionals • Law enforcement and prosecuting authorities • Insurers
Technical and organisational security measures	Security measures include: • Membership data is held on a cloud-based system which sits behind firewall that monitors for intrusion. Access to the system is limited to relevant individuals and is password protected. All passwords are stored encrypted. • Encryption on all portable devices • Physical security at the premises and all paper documents containing personal data are stored securely in locked filing cabinets when not in use • Anti-virus software on all devices • All files that contain special categories of personal data or files with over 20 individual records containing personal data are password protected if transferred electronically • User access controls • All staff and volunteers have been trained

All data will only be kept while needed and will normally be destroyed within 12 months of leaving the club. Accident forms will be kept for 6 years after the individual reaches 18 years.