



## **GDPR: Data privacy notice**

### **Introduction**

**London Academy of Gymnastics & Dance (LAGAD)** ("We") are committed to protecting and respecting your privacy.

This policy (together with our Terms & Conditions [[www.lagad.co.uk/terms-and-conditions](http://www.lagad.co.uk/terms-and-conditions)] and any other documents referred to on it) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

The rules on processing of personal data are set out in the General Data Protection Regulation (the "GDPR").

### **1. Definitions**

**Data controller** - A controller determines the purposes and means of processing personal data.

**Data processor** - A processor is responsible for processing personal data on behalf of a controller.

**Data subject** – Natural person

### **Categories of data: Personal data and special categories of personal data**

**Personal data** - The GDPR applies to 'personal data' meaning any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier (as explained in Article 6 of GDPR). For example name, passport number, home address or private email address. Online identifiers include IP addresses and cookies.

**Special categories personal data** - The GDPR refers to sensitive personal data as 'special categories of personal data' (as explained in Article 9 of GDPR). The special categories specifically include genetic data, and biometric data where processed to uniquely identify an individual. Other examples include racial and ethnic origin, sexual orientation, health data, trade union membership, political opinions, religious or philosophical beliefs.

**Processing** - means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

**Third party** - means a natural or legal person, public authority, agency or body other than the data subject, controller, processor and persons who, under the direct authority of the controller or processor, are authorised to process personal data.

### **2. Who are we?**

**London Academy Of Gymnastics & Dance (LAGAD)** is the data controller. This means we decide how your personal data is processed and for what purposes. Our contact details are: London Academy of Gymnastics & Dance, Head Office, Muswell Hill Centre, Hillfield Park, Muswell Hill, London N10 3QJ. For all data matters contact the office or email: [info@lagad.co.uk](mailto:info@lagad.co.uk)

### **3. The purpose(s) of processing your personal data**

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

#### **Contractual purposes**

To provide the gymnastics/dance activity you have requested, communicate with you about this activity, changes to our terms and conditions and to process payments.

#### **Legitimate interests**

To meet the legitimate aims of LAGAD and ensure your child is well supported and safe whilst participating in our classes. This includes:

*Carrying out any relevant risk assessments:*

- Some individuals may present with a medical condition which may put them at risk of being harmed when participating in gymnastics/dance. It is vital that you share any relevant medical information. We will ask for your agreement to undertake any appropriate assessments.

*Identifying any reasonable adjustments and adaptations to support inclusion:*

- If you or your child 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. We may need to ask you for more information to help us in this process.
- 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 our classes.

#### **Legal reasons**

To comply with applicable laws and to protect legitimate club 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**

With your consent, we may send you information by email or direct mail about club news, 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 amending your preferences the LAGAD Website in 'My Account', or, if applicable, by following the instructions in the relevant communication or by contacting us directly.

### **4. The categories of personal data concerned**

With reference to the categories of personal data described in the definitions section, we process the following categories of your data:

- Personal data including your name, address, email address and phone number, child's name, date of birth, place of education (if supplied) and medical conditions.

We have obtained your personal data from you directly at the point of booking your child a class either by filling in forms online, in person or by telephone which we then input into our database.

More information on lawful processing can be found on the [ICO website](#).

### **6. Sharing your personal data**

Your personal data will be treated as strictly confidential.

We will not share your information with any other organisations except with your consent or in exceptional or emergency circumstances where we believe that the sharing of information about you is vital to protect you, your child or another person.

### **7. How long do we keep your personal data?**

We keep your personal data for a period of seven years in order to comply with Inland Revenue requirements (this only applies where payments have been made to LAGAD). For marketing purposes, we keep your data for a period of 12 months after your last booking and during this time may keep you informed about any information, goods or services during that may be of interest to you.

## **8. Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of the personal data which we hold about you;
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary to retain such data;
- The right to request that we provide you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable i.e. where the processing is based on consent or is necessary for the performance of a contract with the data subject and where the data controller processes the data by automated means);
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable i.e. where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics).

## **9. Transfer of data abroad**

We do not transfer personal data outside the EEA.

## **10. Automated decision making**

We do not use any form of automated decision making in our business.

## **11. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

## **12. Changes to our privacy policy**

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy policy.

## **13. How to make a complaint**

To exercise all relevant rights, queries or complaints please in the first instance contact our office **London Academy of Gymnastics & Dance, Head Office, Muswell Hill Centre, Hillfield Park, Muswell Hill, London N10 3QJ or email [info@lagad.co.uk](mailto:info@lagad.co.uk)**

If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the [Information Commissioners Office](https://ico.org.uk/global/contact-us/email/) on 03031231113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England.