

# Hinckley Gymnastics Club (iflip.org) Privacy Policy

At Hinckley Gymnastics Club, we're committed to protecting and respecting your privacy.

We are registered with Her Majesty's Government (HMG) Information Commissioner's Office (ICO) (Registration number ZA363444) for the purpose of Data Collection, Control and Management. Your name and contact details are held securely and encrypted. Further information is provided below:

## Website Privacy Policy

**The policy:** This privacy policy is for this website [www.iflip.org](http://www.iflip.org) and served by Hinckley Gymnastics Club, and governs the privacy of its users who choose to use it. It explains how we comply with the GDPR (General Data Protection Regulation), the DPA (Data Protection Act) [pre GDPR enforcement] and the PECR (Privacy and Electronic Communications Regulations).

We may change this Policy from time to time so please check this page occasionally to ensure that you're happy with any changes. By using our website, you're agreeing to be bound by this Policy.

Any questions regarding this Policy and our privacy practices should be sent by email to [tony.ford@iflip.org](mailto:tony.ford@iflip.org) Alternatively, you can telephone 07538 134469

## Who are we?

We're Hinckley Gymnastics Club, the East Midland Region's largest club dedicated to educating people in the sport of gymnastics. Hinckley Gymnastics Club is governed by Trustees and managed by a management team. The primary location is Clarendon Park, c/o HGC Manager, Danesfield Cottages, Bruntingthorpe, Leicestershire LE17 5QF. We also work with additional sites across the East Midlands Region

## How do we collect information from you?

We obtain information about you when you use the British Gymnastics CRM (database) system or the PaySubs-Online system for example, when you contact us about classes, payment details, or membership details sensitive data may be collected by either of the systems. For employees, we may also contact HMRC and payroll services,

## What type of information is collected from you?

The personal information we collect might include your name, address, email address, IP address, and information regarding what pages are accessed and when. If you make a donation online or purchase a product from us, your card information is not held by us, it is collected by our third-party payment processors, who specialise in the secure online capture and processing of credit/debit card transactions, as explained below.

## How is your information used?

We may use your information to:

- process a payment that you have made;
- to carry out our obligations arising from any contracts entered into by you and us;
- dealing with entries into a competition;
- seek your views or comments on the services we provide;
- notify you of changes to our services;
- send you communications which you have requested and that may be of interest

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations (for example the collection of Gift Aid). We will hold your personal information on our hosted systems for as long as is necessary for the relevant activity.

## Who has access to your information?

We will not sell or rent your information to third parties.

We will not share, loan or give access to your information with third parties for marketing purposes.

Third Party Service Providers working on our behalf: We may pass your information to our third-party service providers, agents subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on our behalf (for example to process payments and send you mailings). However, when we use third party service providers, we disclose only the personal information that is necessary to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own direct marketing purposes. Please be reassured that we will not release your information to third parties beyond the Hinckley Gymnastics Club businesses for them to use for their own direct marketing purposes, unless you have requested us to do so, or we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

When you are using our secure online payments pages, your payment is processed by a third-party payment processor, who specialises in the secure online capture and processing of credit/debit card transactions. If you have any questions regarding secure transactions, please contact us.

## Your choices

You have a choice about whether or not you wish to receive information from us. If you do not want to receive direct communications from, then you can select your choices by ticking the relevant boxes situated on the form on which we collect your information.

## How you can access and update your information

The accuracy of your information is important to us. We're working on ways to make it easier for you to review and correct the information that we hold about you. In the meantime, if you change email address, or any of the other information we hold is inaccurate or out of date, please access the British Gymnastics and the PaySubs Online websites to update them.

Note: These sites are not linked, you must ensure that both listings carry accurate, updated and identical information.

## Security precautions in place to protect the loss, misuse or alteration of your information

When you give us personal information, we take steps to ensure that it's treated securely. Any sensitive information (such as credit or debit card details) is encrypted and protected with the following software 128 Bit encryption on SSL. When you are on a secure page, a lock icon will appear on the bottom of web browsers such as Microsoft Internet Explorer.

Non-sensitive details (your email address etc.) are transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems. Where we have given (or where you have chosen) a password which enables you to access certain parts of our websites, you are responsible for keeping this password confidential. We ask you not to share your password with anyone.

## Use of 'cookies'

Like many other websites, the British Gymnastics and PaySubs online websites uses cookies. 'Cookies' are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. They collect statistical data about your browsing actions and patterns and do not identify you as an individual. For example, cookies may be used to store your country preference. This helps to improve websites and deliver a better more personalised service.

It is possible to switch off cookies by setting your browser preferences. For more information on how to switch off cookies on your computer. Turning cookies off may result in a loss of functionality when using our website.

## Links to other websites

Our website may contain links to other websites run by other organisations. This privacy policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you linked to our website from a third-party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third-party site and recommend that you check the policy of that third-party site.

## Under 18's

We are concerned to protect the privacy of children aged 18 or under. If you are under 18 years of age, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

## CCTV

CCTV (collection of video and audio) is operational for the protection of the children, staff and members and (in the event of a complaint) identifying behaviour that conflicts with the relevant code of conduct.

CCTV is in operation only at the Clarendon Park venue. Retention of the images is 30 days whereupon the oldest captured data will be overwritten with new events.

In the event of a reported or suspected incident, a copy of the alleged incident will be taken and retained until the incident is closed. The copy will then be destroyed.

Access to the CCTV is restricted by:

- Key coded entry into the control room
- Server access user id and password requirements
- The application viewing password requirement process

Streaming is not permitted

SOUND recordings will only be used to;

Accept or reject any accusation that words or statements were made that breach current Safeguarding laws, rules or guidelines and/or were likely to cause offence or could result in harm to the physical or mental health of staff or members.

SOUND recordings will NOT be used to assess individuals, staff or class members, for advancement, promotion or change of position.

SOUND recordings will not be used to intervene in personal disputes between staff or between members.

It will only be reviewed to resolve specific disputes or complaints and will never be used as a means of gaining knowledge of staff or members opinions or private conversations.

## Review of this Policy

We keep this Policy under regular review. This Policy was last updated on January 2026.