



## Policies

### Safety

- All Pre-School children are expected to wear socks while on the trampoline. This is to prevent small toes getting caught in the webbing. They are not allowed to wear socks during the rest of the session due to the risk of slipping on apparatus. Only one child at a time on the trampoline, and no bouncing by the parents!
- No children are allowed in the viewing gallery unless an adult accompanies them.
- While in the gymnasium our staff will make every effort to ensure the safety of all class members. It is the parents or guardians responsibility to ensure their safety while in the changing rooms, entrance lobby and Coffee Zone. It is also parents or guardians responsibility in ensuring the safe entry and exit of their children from the car park to the facility and vice versa.
- All children must register at reception before the start of each class.
- No food or drink is allowed in the gymnasium at any time. Children will be allowed to use the water fountain situated inside the gymnasium

### Medical Issues

- Any child that requires an inhaler must have it clearly marked with the child's name. It should be handed to the coach in charge of the class at the beginning of the lesson for safekeeping and collected again at the end.

### Clothing

- Children should wear comfortable clothing to allow freedom of movement while at the same time not being open, loose or floppy for safety reasons.
- All long hair must be tied back.
- It is forbidden to wear jewellery of any description in the gymnasium. This includes Pre-school parents.
- Children must be barefoot during training unless there are any medical reasons, which should be discussed with the coach in charge of the child's class when joining.
- Pre-school parents or guardians who enter the gymnasium must remove their shoes but can wear socks.

### Personal Property

- As Gymnastics Factory cannot be held responsible for lost or stolen items, it is advisable for items of clothing to be clearly marked with the child's name.
- There is a lost property box in the viewing gallery. At the end of each day the cleaners will deposit any items left in the gymnasium or changing rooms for parents or guardians to reclaim them. Please note, the box is regularly emptied and the contents are disposed of.
- Parents and guardians are kindly asked to make sure that the children do not bring any items of value such as phones, tablets or watches with them.

### Payments

- Gymnastics Factory does not offer refunds, make-ups or additional classes, which have been missed for any reason.
- All fees must be paid by the end of each term to guarantee their place the following term.

### Discontinuing Classes

- Gymnastics Factory will not refund any fees if you choose to stop before the end of term. We reserve the right to charge a £10 fee if you wish to re-join.

### Equality

- At the Gymnastics Factory, we aim to offer quality classes to all, and acknowledge it is illegal to discriminate on any basis. Where possible we try to cater for special needs within our regular classes.

### Parking

- There is plenty of free parking on site. Please drive past the Gymnastics Factory building and park round side or rear of site. **YOU MUST NOT PARK IN FRONT OF ANY OF THE OTHER BUILDINGS EITHER SIDE OF Gymnastics Factory during their opening times.** Failure to comply with this may result in your vehicle being CLAMPED and your child not being allowed to continue classes.

## Privacy Policy Notice

This privacy policy is for "Gymnastics Factory" and served by Pew Corner Sports Club T/as Gymnastics Factory, Pew Corner, Old Portsmouth Road, Guildford, GU3 1LP and governs the privacy of those who use it. The purpose of this policy is to explain to you how we control, process, handle and protect your personal information, including your rights under current laws and regulations

### **Policy key definitions: Processing of your personal data**

Under the GDPR (General Data Protection Regulation) we control and / or process any personal information about you electronically using the following lawful bases.

We are registered with the ICO under the Data Protection Register, our registration number is: Z9066940

#### **Lawful basis:** Contract

**The reason we use this basis:** If you sign a child up for our classes we need to hold some personal data on them and you as parent or guardian. It is needed to compile class lists, registers, gymnastic related awards and invoicing for class fees

**We process your information in the following ways:** you will be required to complete a paper registration form which we hold securely until you stop classes when it is destroyed.

**We transfer that information onto our "in house" database which has no external links**

**Data retention period:** We shall continue to process your information until the contract between us ends or is terminated under any contract terms. (normally when you stop attending classes)

### **Sharing your information**

We may be required to share your personal information in the following reasons:

Complying with legal and/or regulatory responsibilities

We may be required to share information with bodies such as Her Majesty's Revenue & Customs (HMRC), Health & Safety Executive (HSE), Police and Information Commissioner's Office (ICO).

We may also share information with other organisations to safeguard children.

Any information that is shared will be strictly limited to what is required to ensure children are protected from harm and will be carried out in accordance with the law and relevant government guidance.

Insurance, obtaining legal or professional advice, obtaining a service from a third party

All service providers are contractually required to ensure your information is secure and cannot use this information for their own purposes. Where we are required to share information with them to provide the service, we only disclose information that is strictly necessary to deliver the service.

Except for the above, we will only share your information with any other third parties with your prior agreement.

### **Your individual rights**

Under the GDPR your rights are as follows. You can read more about your rights here:- <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

You also have the right to complain to the ICO [www.ico.org.uk](http://www.ico.org.uk) if you feel there is a problem with the way we are handling your data. We handle subject access requests in accordance with the GDPR.

### **Website**

**INFO TYPE:** We receive, collect and store any information you enter whilst on our website or provide to us in any other way

i.e. Email, name, IP address, computer, & connection information.

We may use software tools to measure and collect session information, including page response times, length of visit and page interaction information.

**WHY WE DO IT:** We collect such personal and non-personal data for the following purposes:-

1. To be able to contact our visitors & users in response to inquiries
2. To create aggregated statistical data to help us improve our respective services
3. To comply with any applicable Laws and Regulations.

**SHARED:** Our website is hosted on the [wix.com](https://wix.com) platform. Your data may be stored through wix.com's data storage and databases. They hold this data on secure servers behind a firewall.

**HOW WE CONTACT YOU:** We may contact you regarding inquiries you have made via email or telephone. If you would like to amend, correct or delete any personal information provided please contact us at

[info@gymnasticsfactory.co.uk](mailto:info@gymnasticsfactory.co.uk)

Data security and protection

We ensure the security of any personal information we hold by using secure data storage technologies and precise procedures in how we store, access and manage that information.

Transparent Privacy Explanations

We have provided these further explanations about user privacy and the way we use this website to help promote a transparent and honest user privacy methodology.

Sponsored links, affiliate tracking & commissions: Our website does not have any outside adverts or sponsored or other affiliate links.