

Aquila

TRAMPOLINING



Privacy Notice

[Policy](#) | [Procedure](#) | [Guidance](#)

Aquila Trampoline Club	
Document owner	Aquila Trampoline Club
Approved by	Head Coach & Club Administration
Effective date	December 2022

Version [2.3] | Review date August 2026



Aquila Trampoline Club

Privacy Notice for Members, Parents, Carers and Prospective Members

Version 2.3 – August 2026

1. About this privacy notice

Aquila Trampoline Club (“Aquila”, “we”, “us” or “the club”) is a not-for-profit trampoline gymnastics club based in Swindon. We provide Trampoline Gymnastics coaching to children from age 5 through to adults.

We take the privacy and security of our members and their families seriously. This notice explains what personal information we collect, why we need it, how we use and protect it, who we may share it with, how long we keep it and the rights you have over your information.

Aquila is a registered British Gymnastics club and follows British Gymnastics policies and guidance, including those relating to safeguarding, welfare and data protection. British Gymnastics specifically advises registered clubs to provide clear privacy information to their members and provides clubs with data-protection guidance and templates.

This notice applies to:

- current Aquila gymnasts;
- parents and carers of gymnasts;
- prospective members, including people on our waiting list or attending a trial; and
- adults who provide information on behalf of a child.

2. Who is responsible for your information?

Aquila Trampoline Club, acting through the people responsible for managing the club, is responsible for the personal information that Aquila collects and uses.

Our data-protection contact is:

Aquila Trampoline Club

Training venue: Swindon Academy, Beech Avenue, Swindon, SN2 1JR

Email: info@aquila-tc.co.uk

Swindon Academy is our training venue and is not responsible for Aquila's membership records or the way Aquila processes members' personal information.

3. What information do we collect?

The information we collect will depend on your relationship with the club.

For prospective members, members and their parents or carers, this may include:

- gymnast's name;
- date of birth and age;
- gender;
- home address;
- parent or carer names;
- telephone numbers and email addresses;
- emergency contact information;
- information submitted through our website enquiry, waiting-list and joining forms;
- British Gymnastics membership details and membership number;
- class and training information;
- attendance and class registers;
- relevant medical information;
- disabilities, additional needs or reasonable adjustments that may be required;
- allergies, medication or other information relevant to the gymnast's safety;
- competition entries, categories, results and achievements;
- records of payments and outstanding fees;
- communications between you and the club;
- accident and incident information;
- safeguarding or welfare information where necessary;
- photographs and video recordings where appropriate; and
- limited coaching or progression notes kept by coaches.

We aim to collect only information that we reasonably need to operate the club, provide safe coaching and meet our responsibilities to members.

4. Where do we obtain information from?

Most information is provided directly by an adult gymnast or by a parent or carer, including through our website and joining process.

We may also receive information from:

- British Gymnastics;
- coaches and club officials;
- our Welfare Officer;
- competition organisers;
- GoCardless in relation to payment status; and
- other appropriate organisations where information needs to be shared for safeguarding, welfare or legal reasons.

5. Why do we use your information?

We use personal information to operate Aquila safely and effectively.

This includes:

- managing enquiries, waiting lists and trial sessions;
- registering new members;
- allocating gymnasts to appropriate classes;
- maintaining training registers;
- communicating with members and parents about training;
- managing fees and payments;
- checking British Gymnastics membership;
- entering gymnasts into competitions;
- supporting coaching and gymnast development;
- providing appropriate support for medical conditions, disabilities or additional needs;
- responding appropriately in an emergency;
- managing accidents and incidents;
- carrying out our safeguarding and welfare responsibilities;
- dealing with complaints;
- meeting legal, insurance and British Gymnastics requirements;
- maintaining appropriate financial records; and
- protecting the interests of the club and its members.

6. Our legal reasons for using personal information

UK data-protection law requires us to have a lawful reason for using personal information.

Depending on what we are doing, Aquila will normally rely on one or more of the following:

Providing our club services and membership

We need certain information in order to provide coaching and club membership, collect fees, communicate about training and administer activities that members ask us to provide.

Our legitimate interests

As a not-for-profit sports club, we have legitimate interests in administering Aquila, organising training, maintaining appropriate records, communicating with members, managing competitions, ensuring the club operates effectively and protecting our members and the club.

Where we rely on legitimate interests, we consider the impact on the individual and take particular care where information relates to children.

Legal obligations

We may need to process or retain information where this is necessary to comply with the law, including relevant financial, health and safety, safeguarding and data-protection obligations.



Vital interests

In an emergency, we may use or share information where this is necessary to protect a gymnast or another person's life or physical safety.

Consent

We use consent where members or parents should have a genuine choice, particularly for certain uses of photographs and video.

Consent can be withdrawn at any time. Withdrawing consent does not make anything we did lawfully before the consent was withdrawn unlawful.

7. Medical information and additional needs

Information about a person's health is regarded as particularly sensitive under data-protection law and is known as **special category data**. It requires additional protection.

We ask parents, carers and adult gymnasts to tell us about relevant medical conditions, disabilities, allergies, medication, injuries or additional needs so that coaches can understand anything that may affect safe participation in trampoline gymnastics and make appropriate adjustments where required.

We will only use this information where there is an appropriate legal basis and special-category condition. Depending on the circumstances, this may include explicit consent, safeguarding obligations, establishing or defending legal claims, substantial public interest requirements or protecting someone's vital interests in an emergency.

Access to this information is restricted to people who reasonably need it.

If important health or safety information is not provided to us, there may be circumstances where we cannot safely provide a particular activity.

8. British Gymnastics membership

Aquila is a registered British Gymnastics club.

All Aquila members are required to maintain the appropriate British Gymnastics membership.

Members or their parents/carers normally register directly with British Gymnastics. When a member associates their British Gymnastics membership with Aquila, authorised Aquila officials can access relevant membership and contact information through British Gymnastics systems.

British Gymnastics is responsible for the personal information it processes for its own purposes and publishes a separate **British Gymnastics Members Privacy Notice**.

British Gymnastics confirms that when information is collected specifically for a registered club's activities, the club is responsible for that club information. British Gymnastics also has arrangements in place concerning the sharing and handling of information between it and registered clubs.

Parents and adult members should also read the British Gymnastics Members Privacy Notice, available on the British Gymnastics website.

9. Competitions

Aquila takes part in regional trampoline gymnastics competitions and may enter eligible gymnasts into regional and national-final pathways.

Where you or your child agrees to take part in a competition, we may provide limited information to the relevant organisers, including South West Gymnastics/SWAGA.

This will normally include information such as:

- gymnast's name;
- British Gymnastics membership number;
- date of birth or age group;
- gender;
- competition category or level; and
- other information reasonably required to confirm eligibility and administer the competition.

Competition organisers may publish information such as names, categories, scores and results as part of running and recording the competition.

Where another organisation processes information for its own competition purposes, that organisation may also be responsible for how it uses that information.

10. Fees and payments

Club fees are collected by Direct Debit using **GoCardless** and payments are subsequently deposited into Aquila's HSBC bank account.

GoCardless manages the Direct Debit payment process. Aquila does not need to hold members' full bank-account or Direct Debit details within ClubEngine.

Aquila keeps sufficient payment information to administer fees, reconcile the club's accounts, identify outstanding payments and maintain appropriate financial records.

Access to the club's financial information is restricted to authorised club officials.

11. Photographs and video

Photographs and video may be used within Aquila for different purposes, and we distinguish between **coaching use** and **publicity use**.

Coaching photographs and video

With appropriate permission, coaches may record a gymnast performing a skill or routine so that it can be reviewed as part of coaching.

British Gymnastics advises clubs to obtain parent/carers consent before taking photographs or video of children.

Coaching-only footage should be retained only while it has a genuine coaching purpose and will normally be deleted within **30 days**.



Aquila Trampoline Club - Privacy Notice

Where an authorised coach uses a personal device for this purpose:

- the device must be appropriately secured;
- the image or video must only be used for legitimate coaching purposes;
- it must not be shared for unrelated purposes; and
- it should be deleted from the device and any associated cloud backup when it is no longer required.

Website and publicity photographs

We will obtain specific permission before using an identifiable photograph of a child on the Aquila website or in other club publicity.

Parents and carers can refuse publicity consent without this affecting their child's membership or training.

Adult gymnasts provide their own consent.

Publicity images will be reviewed periodically and will normally be removed when they are no longer relevant. Some photographs or competition images may be retained for longer where they form a genuine part of the club's historical record.

Parents or adult members can ask us to stop using an image in future by contacting us. We will remove images from places under Aquila's control where reasonably possible, although it may not always be possible to remove material that has previously been reproduced or published elsewhere.

12. Email and WhatsApp

Aquila communicates with members and parents primarily through email and WhatsApp.

For members under 18, routine club communication is normally directed to their parent or carer rather than directly to the child.

Where you choose to join an Aquila WhatsApp group, you should be aware that:

- other members of the group can normally see your telephone number;
- depending on your WhatsApp settings, they may also be able to see your profile name or photograph; and
- WhatsApp is operated by a third-party provider and has its own privacy arrangements.

Aquila WhatsApp groups are principally parent/carers groups and under-18 gymnasts are normally excluded.

Members who leave Aquila should be removed from relevant club WhatsApp groups promptly.

We do not use members' contact information for unrelated third-party advertising or sell membership information to other organisations.

13. Safeguarding and welfare information

Aquila follows British Gymnastics safeguarding and welfare policies.

Safeguarding information is managed by the club Welfare Officer and access is restricted to people who have a legitimate need to know.

There may be circumstances where Aquila needs to share safeguarding information with British Gymnastics, statutory safeguarding organisations, social services, the police or another appropriate authority.

Data-protection law does not prevent appropriate information sharing where this is genuinely necessary to safeguard a child or another person at risk. The ICO specifically recognises safeguarding as an important reason for appropriate information sharing concerning children.

Safeguarding information may need to be retained for significantly longer than normal membership information. Retention will be determined by the nature of the concern and applicable British Gymnastics, safeguarding, legal and insurance requirements.

14. Accidents and incidents

Aquila maintains an official paper accident logbook, which is kept securely in the club's storage at Swindon Academy.

British Gymnastics requires relevant accident records to be retained for a minimum of three years. Where the injured person is a child, records must be retained for at least three years after they reach the age of 18.

Accident or incident information may be shared with British Gymnastics, insurers, medical professionals or other appropriate organisations where necessary.

15. Where we store information

Aquila uses a number of systems to operate the club.

These include:

- **ClubEngine** – Aquila's secure bespoke club-management system, hosted by Fasthosts;
- **Google Drive** – for authorised club spreadsheets and documents;
- **email** – for club correspondence;
- **WhatsApp** – for parent/carers group communication;
- **GoCardless** – for Direct Debit collection;
- **HSBC** – for club banking;
- **British Gymnastics systems** – for British Gymnastics membership information;
- secure paper records where necessary, including the accident logbook; and
- limited paper coaching records maintained by individual coaches.

ClubEngine and relevant shared online systems are protected by individual user accounts, with access restricted according to role.

16. Who can access information?

Access is limited according to what people need to carry out their club role.

The Head Coach, Senior Coach and Welfare Officer may have access to wider membership information where this is necessary.

Other coaches may have access to information such as class registers and parent communication groups where required to run their sessions.

Medical, safeguarding and other sensitive information should only be accessed by people who genuinely require it.

Coaches must treat information obtained through their club role as confidential and must not use it for unrelated personal purposes.

17. Who may we share information with?

Where necessary, Aquila may share limited personal information with:

- British Gymnastics;
- South West Gymnastics/SWAGA and relevant competition organisers;
- GoCardless;
- HSBC;
- Fasthosts;
- Google;
- WhatsApp/Meta;
- insurers;
- medical or emergency services;
- the police, local authority or safeguarding agencies;
- professional advisers where necessary; and
- other organisations where disclosure is required by law or is genuinely necessary to protect an individual.

We do not sell members' personal information.

We aim to share only the minimum information reasonably necessary for the purpose concerned.

18. Information processed outside the UK

Some technology providers used by Aquila, such as international cloud, communication or payment providers, may process or store personal information outside the UK.

Where a transfer outside the UK is subject to UK data-protection restrictions, appropriate protections must be in place. These may include a country being recognised by the UK as providing adequate protection or the provider using contractual or other safeguards recognised under UK data-protection law.

You can contact us if you require further information about an international transfer affecting your information.

19. How long do we keep information?

We do not aim to retain personal information for longer than we reasonably need it.

As a general approach:

Waiting-list and enquiry information is retained while the person is actively waiting for a place or considering membership and is deleted when it is no longer required.

Active membership information is held while someone is a member. Personal membership information held within ClubEngine is deleted when the gymnast leaves the club, unless there is a separate reason why particular information must be retained.

Medical and emergency information is removed from operational membership records when it is no longer required, subject to any accident, safeguarding, insurance or legal reason for retaining it.

Class registers and working spreadsheets are retained only for as long as they have an administrative purpose.

Coaches' paper working notes should be securely destroyed when they are no longer required for coaching.

Coaching-only photographs and video will normally be deleted within 30 days.

Publicity photographs and video will be reviewed periodically and normally removed when no longer relevant, although selected material may be retained where it forms part of the club's legitimate historical record.

Competition results and achievements may be retained as part of the club's sporting history.

Financial and accounting records will normally be retained for at least six years where required for accounting, tax or legal purposes.

Accident records will be retained for at least the minimum periods required by British Gymnastics.

Safeguarding and welfare records may be retained for longer where required by safeguarding guidance, law, insurance requirements or the need to establish, exercise or defend legal claims.

At the end of the relevant retention period, information will be securely deleted, destroyed or anonymised where appropriate.

20. Keeping information secure

Aquila is required to take appropriate technical and organisational measures to protect personal information.

Our measures include, as appropriate:

- restricting access to authorised people;
- individual user accounts;
- password-protected systems;
- secure HTTPS/SSL connections to ClubEngine;
- appropriate access controls on cloud storage;
- secure storage for paper records;
- limiting access to sensitive medical and safeguarding information; and
- deleting information when it is no longer required.

We regularly review how information is stored and accessed and will make improvements where appropriate.

21. Your data-protection rights

You have rights concerning your personal information under UK data-protection law.

Depending on the circumstances, these may include the right to:

- be told how your information is being used;
- ask for a copy of the information we hold about you;
- ask us to correct inaccurate or incomplete information;
- ask us to delete information where there is no lawful reason for us to continue holding it;
- ask us to restrict the way information is used;
- object to certain processing, including processing based on legitimate interests;
- receive certain information in a portable format;
- withdraw consent where we rely on consent; and
- complain about the way your information has been handled.

Children also have data-protection rights. Depending on a child's age and understanding, those rights may be exercised by the child themselves or appropriately by a parent or carer.

These rights are not absolute and in some circumstances we may have a lawful reason to continue retaining or processing information.

To exercise a data-protection right, please contact:

info@aquila-tc.co.uk

We may need to take reasonable steps to confirm your identity before releasing personal information.



22. Data-protection complaints

If you have concerns about how Aquila has collected, used, stored or shared your information, please contact us at:

info@aquila-tc.co.uk

We will take your concern seriously and investigate it appropriately.

Current UK law requires organisations to provide a clear way for people to make a data-protection complaint, acknowledge the complaint within 30 days and respond without undue delay.

If you remain dissatisfied, you also have the right to complain to the **Information Commissioner's Office (ICO)**, the UK's independent data-protection regulator.

Information about making a complaint is available on the ICO website.

23. Data breaches

A personal data breach includes situations where personal information is accidentally or unlawfully lost, destroyed, altered, accessed or disclosed.

Where a breach occurs, Aquila will investigate it and take appropriate action.

Where required by law, we will report a qualifying breach to the Information Commissioner's Office. British Gymnastics guidance reminds clubs that reportable personal-data breaches generally need to be notified to the ICO within 72 hours of becoming aware of the breach.

Where a breach presents a high risk to an individual's rights and freedoms, we will also inform the affected person where required.

24. Automated decisions and profiling

Aquila does not use members' personal information to make automated decisions about them and does not carry out automated profiling.

25. Changes to this privacy notice

We will review this privacy notice periodically and update it if our practices, systems, British Gymnastics requirements or applicable law change.

The current version will be made available through the Aquila Trampoline Club website.



26. Contacting us

Questions, requests or concerns about privacy and data protection should be sent to:

Aquila Trampoline Club

Email: info@aquila-tc.co.uk

For safeguarding or welfare matters, members may also contact the club Welfare Officer using the welfare contact details published by Aquila.

Related guidance

This notice has been prepared with reference to:

- British Gymnastics Club Hub data-protection guidance and GDPR toolkit;
- British Gymnastics Members Privacy Notice;
- British Gymnastics safeguarding, welfare, photography and health-and-safety guidance;
- the UK General Data Protection Regulation;
- the Data Protection Act 2018;
- the Data (Use and Access) Act 2025; and
- guidance published by the Information Commissioner's Office.