

GDPR Privacy Policy for Vortex Gymnastics

1. Introduction

At Vortex Gymnastics, we are committed to protecting the privacy and security of the personal information of our members, employees, and other individuals associated with our organisation. This Privacy Policy outlines how we collect, use, disclose, and protect personal data in accordance with the General Data Protection Regulation (GDPR) and other relevant data protection laws applicable in Ireland.

2. Data Controller

The data controller for the processing of personal data collected by Vortex Gymnastics is:

Vortex Gymnastics
Brooklodge Business Park,
Brooklodge,
Glanmire,
Cork
T45 WD27
info@vortexgymnastics.com

3. Types of Personal Data Collected

We may collect and process the following types of personal data:

- Member Information: Names, addresses, contact details, date of birth, emergency contact details, and any relevant medical information.
- Employee Information: Names, addresses, contact details, employment history, and payroll information.
- Other Information: CCTV footage for the security of the premises and health and safety, surveys, and any other relevant information provided voluntarily.

4. Purposes of Processing Personal Data

We process personal data for the following purposes:

- Membership administration and communication with members.
- Employee recruitment, management, and payroll processing.
- Ensuring the safety and security of individuals within and around our premises through CCTV footage.
- Improving our services and conducting surveys.

5. Legal Basis for Processing

We process personal data on the following legal bases:

- Consent: Where individuals have given their consent for specific processing activities.

- **Contractual Necessity:** Processing necessary for the performance of a contract with our members or employees.
- **Legal Obligation:** Processing necessary to comply with legal obligations, such as tax and employment laws.

6. Data Retention

Personal data will be retained only for as long as necessary for the purposes for which it was collected and in accordance with legal requirements. After this period, data will be securely deleted or anonymised. CCTV footage is stored for 30 days. After this time, footage is securely deleted.

7. Data Security

Vortex Gymnastics implements appropriate technical and organisational measures to ensure the security and confidentiality of personal data. This includes access controls, encryption, and security assessments.

8. Data Subject Rights

Individuals have the right to request access, rectify, or erase their personal data. Requests to exercise these rights must be emailed to the data controller using the contact details provided in Section 2. Individuals will be sent a Data Protection Subject Access Request (SAR) Application Form to complete in order to process a data subject request.

9. Data Sharing and Disclosure

Personal data may be shared with third parties only for the purposes outlined in this policy or when required by law. We ensure that such third parties comply with GDPR and other data protection laws. Third parties include, but are not limited to, Gymnastics Ireland.

10. Changes to this Privacy Policy

Vortex Gymnastics may update this Privacy Policy from time to time. The latest version will be made available on our website.

11. Contact Information

For any inquiries or requests related to this Privacy Policy, please contact:

Vortex Gymnastics
Brooklodge Business Park,
Brooklodge,
Glanmire,
Cork
T45 WD27
info@vortexgymnastics.com