

Maldon Gymnastics Club

Privacy & Data Protection

Last reviewed: 24 October 2025

Our gym club takes data protection seriously and has implemented the following measures to ensure all personal information is handled securely and in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018:

Data Storage and Access

- Member and staff data are stored securely on password-protected systems.
- Physical records (if any) are kept in locked cabinets with access restricted to authorised personnel only.
- Access to personal data is limited to staff members who require it for legitimate operational purposes.

Digital Security

- All computers and devices used for managing data are protected with up-to-date antivirus software and firewalls.
- Strong password policies are enforced and changed regularly.
- Data is regularly backed up to secure, encrypted storage systems.

Data Sharing and Confidentiality

- Personal information is not shared with third parties unless required by law or with the individual's explicit consent.
- All staff receive training on confidentiality and data protection responsibilities.

Data Retention and Disposal

- Data is only retained for as long as necessary for operational, legal, or regulatory purposes.
- When no longer required, both physical and electronic records are securely destroyed.

Incident Management

Any data breach or suspected breach will be reported in line with Essex County Council's Data Protection procedures and the Information Commissioner's Office (ICO) guidelines.

Questions about how your data is handled? Contact us at hello@maldongym.co.uk.