

For the purposes of the General Data Protection Regulation ("GDPR") and UK data protection laws, the controller is Ruston Sports Academy

**About this document**

This privacy policy sets out the way we process your personal data and we’ve created this privacy policy to make sure you are aware of how we use your data as a member of Ruston Sports Academy

**How we collect your information**

We may collect your personal data in a few limited ways, namely:

* Directly from you, when you fill in an application for membership, when you make enquiries on our website, or when you interact with us during your time as a member in various other ways (for example, where you enter a competition, renew your membership, sign up for a course or lessons);

**The types of information we collect**

We may collect the following types of personal data about you:

* Contact and communications information, including your contact details (including email address(es), telephone numbers and records of communications and interactions we have had with you);
* Certain other information which you volunteer when making use of your membership benefits

We may also collect data about your health or medical conditions, where you have volunteered this, for example so that we can cater for you when you attend a course/camp.

**How we use personal data**

Personal data provided to us will be used for the purposes set out at the time of collection and, where relevant, in accordance with any preferences you express.

More generally, we will use your personal data for the following purposes:

* Administration of your membership
* Fulfilment of orders for goods and services
* Communication about our activities that we think may be of interest to you;
* Storing your details on our database which is password protected.

**Your marketing preferences**

We will always respect your wishes in respect of what type of communications you want to receive from us and how you want to receive them. There are some communications, however, that we need to send you regardless of your marketing preferences in order for us to fulfil our contractual obligations to you as a member of Ruston Sports Academy. Examples of these essential service communications are:

* Records of transactions, such as payment receipts or Direct Debit confirmations (as applicable).
* Membership related mailings such as your membership renewal reminder, notices of formal meetings and information about venue closures and holiday opening hours.

You are in control of how we communicate with you. You can update your choices and/or your contact details by contacting us at:

Telephone: 07952 965719

Email: matt@rustonsportsacademy.com

**Sharing your information with others**

We do not sell or share your personal data with other organisations.

**How long your information is kept**

We keep your personal data only for as long as necessary for each purpose we use it. For most membership data, this means we retain it for so long as you have a valid membership and for a period of six years after your last interaction with us (for accounting, tax reporting and record-keeping purposes only).

**Contact and complaints**

If you have any queries about this privacy policy or how we process your personal data, or if you wish to exercise any of your legal rights, you may contact

* by email: matt@rustonsportsacademy.com
* by telephone: 07952 965719

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner. You can find out more about your rights under applicable data protection laws from the Information Commissioner’s Office website: [www.ico.org.uk](http://www.ico.org.uk).