ORBITAL STARS PRIVACY POLICY

Orbital stars trampoline club retains personal and sensitive data on all members.
All data is kept securely on a home stand alone PC and cannot be accessed by anyone without the access password.

What information is stored

1. Personal information, including names, date of birth, phone numbers, addresses, email addresses
2. Sensitive information, including any medical information and anything that may alter the way Orbital stars needs to treat each member
3. Account information
   1. when and how payments have been made
   2. details on when amounts became due for payment

How Orbital Stars uses its members' data

1. Creating attendance registers
2. Organisation of internal events
3. Entering members into external events such as competitions and training workshops
4. Providing information of legitimate interest to members
   1. class closures or alterations to class arrangements
   2. class fee due dates and amounts
   3. term dates
5. Providing other information to members about
   1. forthcoming internal events
   2. fundraising activities
   3. the sale of merchandise

How Orbital Stars will share this data

Orbital stars will **not** share the data it holds except in specific circumstances. These are:

1. Entering external events. Competition organisers require names, ages, BG memberships status and other details for all entries.

2. Ensuring Orbital stars complies with any legal obligations (e.g. to meet a health & safety obligation)
3. If sharing this data is in the vital interests of the member or someone else (e.g. providing emergency services with information regarding an injured member)

How long Orbital Stars will keep this data

1. Orbital stars will retain this data while members remain active within the club.
2. Will delete members' data within three months of the member leaving unless
    1. the member wishes to remain on a waiting list for an alternative class
    2. the member owes Orbital stars any money in fees
    3. there is a legal obligation to keep this data (e.g. pending accident or incident reports)