



Ford Youth and Community Centre

Unit 8 Wolseley Business Park, Wolseley Close, Plymouth. PL2 3BY

<http://www.fordgym.org.uk>

info@fordgym.org.uk

Tel: 01752 556677



General Data Protection Regulation (GDPR) 25th May 2018 Privacy Notice Policy Statement of intent:

All details stored by FYCC are for the purpose of your Health & Safety while engaged in physical activity.

The details you provide are confidential and will only be passed to health professionals within the emergency or medical services on your behalf if required. Your details are held for a maximum of one year then destroyed. If you decide to withdraw your membership at anytime you can request that your details are deleted by writing to the Chair of FYCC.

Please note you will be required to update your details annually by completing a new PAR-Q form normally in April of each year if you continue training to ensure our records are up to date and to comply with the GDPR act 2018.

Your personal details contained within your application for membership (PAR-Q form) Physical Activity Readiness Questionnaire are strictly confidential and will not be shared with any other third party without your consent. Gym member PAR-Q forms are kept in a locked office and are for reference only should a medical emergency arise while you are in attendance. PAR-Q forms for the Martial Arts school are held securely by the Instructors who attend the Healthy Living Centre when training takes place for the reasons stated above.

External Funding

From time to time FYCC applies for grants from external funding bodies such as the Lottery to provide funds to support our projects. These bodies often request 'generic' data to support applications such as age groups, post codes, gender, employment status etc. As a requirement of any external funding we have to report the outcomes of projects e.g. did we achieve the targets set. We are often asked for participant feedback, case studies, quotes and or photographs of the activities taking place as part of the reporting process. Please be assured at no time are individuals identified by name, personal contact information is neither requested nor shared with external partners. A list of partners / funders is given on page 2 for your information; this list will be updated annually. If you do not wish your photograph to be used in the context above you can opt out when completing your PAR-Q form by circling **NO** on the form. You can also withdraw your consent at anytime by writing to the Chair of FYCC who will amend the records accordingly.

Signed

Richard Williams
Chair

On behalf of the Trustees of FYCC
28th April 2018

Registered Charity No. 287709

**Ford Youth & Community Centre
Including Ford / Activ8 Gym and Ford Martial Arts School**

List of Partners / External Funders for 2018

The Big Lottery
Wolseley Community Economic Development Trust
Plymouth Community Homes
Plymouth City Council
Devon Community Foundation
The Ballard Trust

On behalf of the Trustees, this list will be updated annually.