

## TWISTERS PRIVACY POLICY

The privacy of your personal information is very important to Twisters. We will not sell, rent or trade your personal information to any third party. We will take special care to protect the privacy and security of your information. This policy explains our information practices and the way that Twisters collects and uses your information. This Privacy Policy covers the information you provide to us offline and at Twisters web site.

### HOW DOES TWISTERS COLLECT AND USE MY INFORMATION?

When you register for classes at Twisters, we ask you to complete an enrolment form. We collect contact information such as guardian names, addresses, phone numbers, emergency contacts, e-mail address and student information such as student names, birthdays, medical conditions, and your comments. We only ask for information needed to ensure you child is in the correct class, at the correct level and we are able to contact you with relevant information or in an emergency. Your information will not be used or sold for any other purpose, except as described below.

### WHO HAS ACCESS TO MY INFORMATION?

Twisters teachers and the school administrator have access to your personal information only to manage the school business. It is important the class teachers to be able to contact you or your nominated emergency contact should the need arise during a lesson.

Twisters will access your personal information and/or share it with third parties only if required to do so by law or to comply with legal process.

If you have any questions about our Privacy Policy or if you wish to update or remove any of your personal information, please contact us by email [info@twistersgymclub.co.uk](mailto:info@twistersgymclub.co.uk)

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee may be payable. If you would like a copy of the information held on you please email us at [twisters@btinternet.com](mailto:twisters@btinternet.com)

Twisters may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from March 2018.