

## **Brixham College Sports Centre**

**Data privacy notice.**

DATE: 21/05/2018

*Success in learning, success in life.*



## **Data privacy notice for Gym Members**

Under data protection law, individuals have a right to be informed about how the Sports Centre uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about members or individuals who subscribe to services, or otherwise engage, with our Sports Centre.

We, Brixham College Academy Trust, are the 'data controller' for the purposes of data protection law.

Our data protection officer - see 'Contact us' below.

### **The personal data we hold**

We process data relating to members, or individuals who otherwise engage with our Sports Centre. Personal data that we may collect, use, store about you includes, but is not restricted to:

- Contact details
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Bank account details for Direct Debits
- Medical Conditions
- Prescription Medication
- GP Referral details
- Photographs
- CCTV footage
- Data about your use of the Sports Centre's facilities

### **Why we use this data**

The purpose of processing this data is to facilitate memberships of the Sports Centre, including to:

- Enable you to follow fitness plans
- Ensure Health and Safety
- Safeguard our Pupils
- Confirm consent for younger members
- Ensure services can be tailored to a members health and fitness needs
- Collect payments

### **Our lawful basis for using this data**

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you
- Perform duties within the public interest (e.g. safeguarding)
- Carry out a task in the members interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)
- We have legitimate interests in processing the data

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the Sports Centre's use of your data.

### **Collecting this information**

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

### **How we store this data**

We create and maintain a file for each member. The information contained in this file is kept secure and is only used for purposes directly relevant to your membership.

Once your membership has ended your original subscription information is retained for safeguarding and future medical referral and also should you re-join as a member.

Membership and referral data is archived and stored for a period of six (6) years.

### **Data sharing**

We do not share information about you with any third party

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Financial organisations – the process of payments
- Our auditors
- Health authorities – data is shared to and from referrals
- Police forces, courts.
- Professional bodies

## Your rights

### How to access personal information we hold about you

Individuals have a right to make a '**subject access request**' to gain access to personal information that the Sports Centre holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

### Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

## Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

- Mr. D. Bunce. Brixham College and Academy Trust. 01803 858 271