

Privacy Notice for Sports Centre Members & Users of Facilities

Under data protection law, individuals have a right to be informed about how Campsmount Sports Centre, which is part of Leger Education Trust, 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 means we need to collect your personal data so that we can provide you with a safe and effective service within our Sports Centre that meets your needs. We will only collect the personal data from you that we need in order to prescribe a safe and effective experience within Campsmount Sports Centre.

Sports Centre Members

Information collected:

- Name
- Address
- Phone Number
- Email Address
- Date of Birth
- Medical conditions and relevant medication
- Weight
- Height
- Body Fat
- Doctors name

Users of Facilities

This includes individuals that hire our facilities for activities.

- Name
- Phone Number
- Address
- Date of Birth
- Any medical conditions in the event of you have a medical episode whilst on site.

We do this as you have given us clear consent to collect all the relevant information required to prescribe exercise programmes personally suited to you, whilst also taking into consideration contra-indications from medical conditions and medication. We cannot deliver this service without the personal data you provide us with.

We collect information about you to offer a full and comprehensive service. The Sports Centre staff will administer your information. We share your information with 'Clubmanager' (provider of the sports centre membership software) and health care professionals (where necessary). The privacy notice for 'Clubmanager' can be found here: <https://www.clubmanagercentral.com/uk/privacy.php>

In terms of those hiring out the facilities, we require less information, however we do need some basic information to provide duty of care and analysis of users of the facilities which supports us with funding.

We will never sell your data. However, we may share some of your personal information with third parties to:

- help prevent fraud. We may share your information with credit reference agencies and other companies for use in credit decisions. Credit agencies may record these searches, but that will not affect your credit standing.
- pursue people or companies who owe us money. We may share your information with debt collection agencies.

- help business partners, suppliers and sub-contractors to deliver any contract we enter with them or you.
- help us if we need additional professional or legal advice on a matter relating to you.
- to improve and optimise the performance of our websites and social media accounts. Analytics and search engine providers that we use can collect your data when you interact with us online. However, they will aggregate and anonymise the information, meaning we can't identify any individual personally.
- work out if a grant we have spent was successful in achieving its aims. This could be funding from a Government or a grant from a local, regional or national organisation such as Sport England and National/Heritage Lottery Fund. However, they will aggregate and anonymise the information, meaning we can't identify any individual personally.
- Third party emergency services in the event of an individual having a medical episode.
- CCTV footage, in the event of damage or stolen property at the centre.

We need to hold accurate and up to date information about you so that we can deliver appropriate services. If any of your details change, you need to tell us as soon as possible so that we can update your records.

We will not:

- use your information for marketing or sales purposes without your prior explicit consent.
- send or store your data abroad unless it meets the requirements of the Data Protection regulations.
- make decisions about you based on automated processing.

We keep all records relating to Sports Centre users for the period of attendance. After this, your records will be deleted.

You have the right to access the personal information we hold about you. Any access requests are free of charge.

If the information we hold about you is inaccurate, you have a right to have this corrected and you have the right to request completion of incomplete data.

You have the right to ask us to erase your personal data in certain circumstances ('right to be forgotten'). You have the right to ask us to stop or restrict the processing of your personal data, in certain circumstances. Where possible, we will seek to comply with your request, but we may need to hold or process information to comply with a legal requirement.

You can make any of these requests by emailing info@legereducationtrust.com or sending a letter to:

Leger Education Trust
Ryecroft Road
Norton
Doncaster
DN6 9AS

If you are dissatisfied with how we have used your personal information, you can complain to the Information Commissioner's Office at casework@ico.org.uk

Leger Education Trust is the 'data controller' for the purposes of data protection law. Our data protection officer is Tim Pinto (see 'Contact us' below).

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.

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

➤ Office: Report a concern online at <https://ico.org.uk/make-a-complaint/>

➤ 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**:

- Tim Pinto
- 07595302684
- 01977 232167
- tpinto@esafetyoffice.co.uk www.esafetyoffice.co.uk

However, our **data protection lead** has day-to-day responsibility for data protection issues in our Trust. If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact them:

Rebecca Grange
Executive Director of Operations
info@legereducationtrust.com