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BOROUGH COUNCIL

Privacy Notice – Sports & Leisure

Introduction	<p>The Sports & Leisure has provided this privacy notice to help you understand how we collect, use and protect your Personal Data which we hold in order to provide you with a sports a leisure service. When reading this document please note that we use the terms ‘Personal Data’ and ‘Personal Information’ interchangeably.</p> <p>The document below will describe how we may collect and process your personal information.</p> <p>The purpose of this document is to clearly acknowledge the Council’s responsibilities in relation to the United Kingdom General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018).</p> <p>For information on how we generally process and protect your personal information please view our Privacy Notice, which can be found at https://www.ipswich.gov.uk/content/privacy-policy.</p> <p>The Data Protection Officer for Ipswich Borough Council is Siobhan Martin, Head of Internal Audit. She can be contacted at dataprotection@ipswich.gov.uk</p>
Definitions used in this Notice	<p>Personal Data means any information related to an identified or identifiable living individual- known as a ‘data subject’.</p> <p>An individual is regarded as identifiable if they can be identified, directly or indirectly, in particular by reference to an identifier, such as a name, an identification number, location data or an online identifier, such as an IP address or cookie identifier. Alternatively, they can also be identified by one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of the individual.</p> <p>Special Personal Data previously known as ‘sensitive personal data’, relates to race, ethnic origin, politics, religion, trade union membership, genetic data, biometric data (where used to identify a person), health, sex life or sexual orientation. Records of personal data relating to criminal convictions and offences and allegations must be treated in a similar way.</p> <p>Processing means any operation which is performed on information such as. collection, recording, organisation, structuring, storage, adaption or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or making available, alignment or combination, restriction, erasure or destruction.</p> <p>Data Controller determines the purposes and means of processing personal data.</p>



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	<p>Data Processor is a third party who processes personal data on behalf of the Controller</p> <p>Third Party is someone / somebody who is not the Data Controller, the Data Processor or the Data Subject.</p>
Who we are and what do we do:	<p>The Sports & Leisure Team is responsible for provision of sports and leisure services such as sports centres, swimming pools etc.</p> <p>Sports and Leisure is a discretionary service offered by Ipswich Borough Council.</p> <p>The Council is the 'Data Controller' for the information which is collated and processed. This means we are responsible for deciding how we can use your information. If you want more information regarding the services delivered, please go to our website, https://www.ipswich.gov.uk/.</p>
How we lawfully process Personal Data	<p>The Council regards the lawful and correct treatment of personal information as critical to their successful operations, maintaining confidence between the Council and those with whom they carry out business. The Council will ensure that they treat personal information correctly in accordance with the law.</p> <p>Your personal data is being processed under:</p> <ul style="list-style-type: none">• Article 6(a) [consent]• Article 6 (b) [contract]• Article 6 (e) [public task]• Article 6 (f) [legitimate interests]. <p>Where we collect and use special category data, it will be under Article 9 (a), explicit consent.</p> <p>The legislation that allows us to process your data includes:</p> <ul style="list-style-type: none">• Local Government Act 1976• Localism Act 2011
How the law protects you:	<p>The UK GDPR and the DPA 2018 set out how we can lawfully use personal information. Complying with the law protects individuals from harm and the Council will only ever process your information where we are legally able to.</p>
Our responsibilities	<p>The UK GDPR and the DPA 2018 provide us with our main responsibilities for processing personal data.</p> <p>All personal information provided by you is held securely and in confidence by us in our computerised and other records. When we</p>



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	<p>process your personal information, we do so in compliance with the UK GDPR and DPA2018.</p> <p>For further information on our responsibilities, please see https://www.ipswich.gov.uk/content/privacy-policy.</p>
Your rights:	<p>The UK GDPR and DPA 2018 provide you with the following rights:</p> <ol style="list-style-type: none"> 1. The right to be informed 2. The right of access 3. The right to rectification 4. The right to erasure 5. The right to restrict processing 6. The right to data portability 7. The right to object 8. Rights in relation to automated decision making 9. The right to withdraw consent 10. The right to complain <p>Requests in relation to your rights should be directed to the Council. A request can be made verbally but we would prefer for you to do so in writing, by email to dataprotection@ipswich.gov.uk or (in the case of a request for a copy of your personal data) using the Subject Access Request Online Form.</p> <p>If you are requesting to view CCTV footage, please visit Making a request to view CCTV.</p> <p>For further information on your rights, please see https://www.ipswich.gov.uk/content/privacy-policy.</p> <p>If you are unhappy with the way the Council has processed your information please contact dataprotection@ipswich.gov.uk. The Council will look in to your concerns for you. If after that if you are still unhappy you may contact the Information Commissioner's Office. Their contact details are available at www.ico.gov.uk</p>
Your responsibilities	<p>You are responsible for making sure you give us accurate and up to date information, and to let us know if any personal information we hold is incorrect.</p>
When do we collect information about you?	<p>The information we process is provided by:</p> <ul style="list-style-type: none"> • the customer when they access the service. • Medical practitioners when they make a referral
What information do we maintain?	<p>We will only collect and use the minimum information needed.</p> <p>The information about you which we will maintain may include:</p> <ul style="list-style-type: none"> • Name • Address • Email address



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	<ul style="list-style-type: none">• Telephone and/or mobile numbers• Photographic or video images (with your consent)• Signatures• iCard no• date of birth• age• your GP's name, surgery and contact details• emergency contact details• medical information including health conditions and lifestyle data• gender• bank details where there is a direct debit in place• Parent/guardian details• CCTV images <p>The above includes information held about children.</p>
<p>How do we use your information?</p>	<p>We will be using your information:</p> <ul style="list-style-type: none">• For service delivery, including provision of a leisure and/or sports centre service including<ul style="list-style-type: none">○ To process applications for membership○ Bookings, for example classes○ Private hire/parties○ To process referrals from health agencies• Service improvement and planning• Communications and marketing• Financial transactions• Equality monitoring• Compliance with safeguarding• Compliance with auditing procedures• To act as a register in the event of a fire evacuation• For security and crime prevention purposes <p>We will not use your personal data for other purposes other than for what it was collected unless we have obtained your consent or for other lawful purposes (e.g. detection and prevention of fraud).</p> <p>Automated processing/profiling:</p> <p>The Sports & Leisure Team does not use your personal data in any automated decision-making or profiling activities.</p>
<p>How long do we keep your information?</p>	<p>We will hold your personal information in line with the Council's Retention Policy as follows:</p> <ul style="list-style-type: none">• Photography consent forms – one month from date form completed• Photographs and videos of customers – 24 months



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	<ul style="list-style-type: none"> • Forms completed by instructor on induction – 24 months after membership ends • Forms completed by parent/guardian on induction – 24 months after membership ends • Signed contract of hire and forms (electronic and handwritten)– 1 year plus current • Block booking data – 24 months from block booking • Online party booking forms – 39 months • Booking data – 24 months • iCard applications – 24 months after user becomes inactive • Membership data – 24 months after user becomes inactive • Customer receipts awaiting collection – until collected or 1 month • Emergency contact details for parents/guardians – destroyed immediately after activity • Signing in/out forms – 1 month • Health and medical information (referrals) – 24 months after rehabilitation finishes • Holiday club activity registration – 24 months • CCTV footage – 31 days <p>You have the right to request that your personal information is deleted at any time, however whether this is possible will depend on the reasons why the data is processed. The Council will consider your request and comply where possible. If it is not possible, we will explain the reasons to you.</p>
Transferring your information overseas	Currently, we do not transfer any personal information outside of the United Kingdom
Data sharing	<p>We may share your personal information with:</p> <ul style="list-style-type: none"> • Software providers who host or maintain databases for us • Ipserv • Health agencies • Contractors and volunteers who deliver services on our behalf • Insurers • Police • Ambulance service • DWP • Other councils • Other council departments • Other government agencies when legally required to do so
National Fraud Initiative NFI	<p>We may share information provided to us with other bodies responsible for auditing, or administering public funds, or where undertaking a public function, in order to prevent and detect fraud. For further information, see https://www.ipswich.gov.uk/content/privacy-policy.</p>