**North West Leicestershire District Council**

**Leisure Services**

**Privacy Notice**

This notice explains the information that we collect from you, what we do with it, and who it might be shared with.

Where we refer to “the Council”, “we” or “us” we mean North West Leicestershire District Council – the Data Controller

Where we refer to “you” or ”your” we mean you as the individual(s) providing us with your data – the Data Subject.

**What is personal information?**

Personal information can be anything that identifies and relates to a living person. It can include details such as names, addresses and date of birth amongst other things.

**What lawful basis do we have to collect your data?**

Under Article 6(1)(e) of the GDPR, we are permitted to use data for our tasks.

**What information do we collect from you?**

When you fill out information given to the Council, we will collect:

* Name
* Date of birth
* Address
* Photo
* Contact phone number
* Contact email address
* Bank account details if you are joining a fitness membership package or the NWL Swim Academy Scheme
* Employer’s name if you are a corporate member
* Medical conditions and measurements including BMI, blood pressure and medication i.e. you are going to using the fitness suites or the any of the GP referral scheme sessions.
* If you are in receipt of a benefit, disabled, corporate parenting family or student

**Why do we collect this information?**

We collect this data in order to be able to:

|  |  |  |
| --- | --- | --- |
| **Data Capture Method** | **Data recorded** | **Why do we collect this information** |
| PAR-Q’s | Name  Date of birth  Medical issues/ailments  Parent/guardian name if under 16 years old  Telephone number  Email address | Ensuring that the customers are fit to exercise and to shape the exercises that they do so as not to aggravate current conditions.  To ensure the health, safety and wellbeing of our customers meets individual requirements and helps us to build an exercise plan around their particular needs. |
| GP Referral Medical Notes | Name  Address  Date of birth  BMI  Blood Pressure  Medication and medical history  Reason being referred  Dr’s name and surgery name | Ensuring that the customers are fit to exercise and to shape the exercises that they do so as not to aggravate current conditions.  To ensure the health, safety and wellbeing of our customers meets individual requirements and helps us to build an exercise plan around their particular needs. |
| Users/fitness members of the leisure centre | Name  Date of birth  Address  Mobile number  Company name (corporate members only)  Email address  Ethnicity (in some cases)  Sexual orientation (in some cases)  Religion (in some cases)  In receipt of a means tested benefit, corporate parenting family, student, disabled  Bank account details | To ensure we know who is using the leisure centre, their age, and that they receive the correct inductions for the area that they are going to be using.  Date of birth is also used to ensure that we are charging the correct prices i.e. whether they are junior or adult.  We also store email addresses to mail out the General Centre Newsletter and other Leisure Centre Publications.  Emails are also used to notify customers when a space becomes available on a fitness class that they have booked and they are on the waiting list.  A lot of diversity data used to be collected for an equalities perspective but we no longer actively collect this however there will be members on the data base where we still hold this against their record–.  For members who pay for swimming lessons and fitness memberships will we hold their bank account details for the collection of monthly Direct Debits.  Company name is stored to monitor how many members we have from each company to ensure that this does not drop below the minimum amount to receive the corporate discount. |
| NWL Swim Academy | Name  Date of birth  Address  Mobile number  Email address  Medical conditions | To ensure we know which child is swimming where and how old they are.  Date of birth and address/email is used for the parents to provide identification when registering for Home Portal (online NWL Swim Academy)  Email address is used to notify the parent when their child is ready to move, attained a certificate and confirm changes with their child’s lessons etc.  Medical conditions are stored for the safety of the child so that the teachers are aware of any potential issues that they need to be aware of. |

**Who might we share this information with?**

The Council will not share any of the information that it holds about you with any third party, unless you have given your written consent, or if otherwise this is permitted by law.

[If you make payment by debit or credit card, the information will be processed by banking services providers in accordance with the Payment Card Industry’s Data Security Standards.

**Where will my information be sent?**

As required by law, all information will be kept within the European Economic Area.

**What do we do with yo****ur information?**

The information that you have provided will be held by the Council and will only be accessed by authorised Council employees.

**Will your details be used for Council Marketing or Promotions?**

We may separately ask you for your permission to provide you with information about other Council services and, if you agree, how you would like to receive that information. You do not have to give your permission to receive these details, and it is not a condition of leisure services that you agree.

**What about automated decision making?**

As part of your usage of the leisure centres and services provided by the leisure services team, no automated decisions will be made.

**How long do we keep hold of your information?**

The Council will keep hold of your information for up to 7 years.

**Can I withdraw my consent/ask for my data to be removed?**

You can ask at any time for your data to be removed by writing to the Data Protection Officer at the address below. Your data can also be ‘anonymised’. This means that your data will be turned into a form which does not identify you as an individual. It may not always be possible to remove or anonymise data (for example a current tenant’s data), but we will let you know should you request either of these.

**How can I access the information you hold about me?**

By making a Subject Access Request and going onto the Council’s website at https://www.nwleics.gov.uk/pages/how\_to\_make\_a\_subject\_access\_request or writing to the Data Protection Officer, North West Leicestershire District Council, Council Offices, Whitwick Road, Coalville, Leicestershire, LE67 3FJ. A fee of £10 is payable if a request is made before 25 May 2018.

**How can I contact the Data Protection Officer?**

Email: dpo@nwleicestershire.gov.uk

Telephone: 01530 454763

In writing: Data Protection Officer, North West Leicestershire District Council, Council Offices, Whitwick Road, Coalville, Leicestershire, LE67 3FJ.

**If I am unhappy with how my data is being handled what can I do?**

The first thing to do is to contact the Data Protection Officer on the details above to see if they can help to resolve your problem.

You also have the right to lodge a complaint with a supervisory authority. More information on this can be found on the Information Commissioner’s Office Website (https://ico.org.uk).