

Tomlinscote Sports Centre

PRIVACY NOTICE (How we use your information)

We, **Tomlinscote Sports Centre**, are a data controller for the purposes of the Data Protection Act and General Data Protection Regulations (GDPR). We collect personal information from you.

The categories of your information that we collect, hold and share include:

- Personal information (such as name, phone number and address)
- Attendance information (such as sessions attended)
- Relevant medical information

Why we collect and use this information:

We use the data to:

- contact you regarding centre updates
- assign you a membership
- collect membership payments
- to assess your general health and wellbeing
- assess the quality of our services
- comply with the law regarding data sharing

The lawful basis on which we use this information:

We collect and use your information under:

Article 6 of the **GDPR**. This is where processing is necessary for the purposes of the legitimate interests data controller

Storing your data:

Please see below for details on how long we keep your information.

Method of data Collection

Membership Forms

Direct Debit form

Digital direct debit information

Parq/Health form

How long do we intend to keep the data

Gym user forms and information stored on club manager database will be retained indefinitely.

Maximum 72 hours

As long as subject remains a member (Plus maximum of 3 months)

This data will be retained indefinitely

Birthday party booking form	This form will be destroyed 4 weeks after the party occurred
Online party booking form	Online forms will be deleted at the end of the weekend that the party occurred
Online party feedback form	Retained for as long as required
Block/club booking form	Retained indefinitely
Invoicing spread sheet	For the duration of the booking
Booking diaries	7 years
Staff contact details on notice board	For as long as the members of staff remains employed.
Photograph consent form	Indefinitely
Cashing up form	7 years
CVS	6 months
Marketing enquiry leads (fetes)	As required

Whom we share your information with:

We routinely share your information with:

- Club Manager
- Smart Debit

Why we share your information:

We do not share information about you with anyone without consent unless the law and our policies allow us to do so.

We share your data with Club Manager to allow us to assign you a membership card and membership number, and to contact you when necessary.

We share your data with Smart Debit to allow us to collect your membership fees each month.

Requesting access to your personal data:

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact our Data Protection Officer at the address and telephone number below or by email at dataprotection@tomlinscoteschool.com.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

Contact

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer at the address and telephone number below or by email at dataprotection@tomlinscoteschool.com.