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<b>Service Area:</b>	Communities
<b>Work Area:</b>	Sport & Leisure Services
<b>Contact Details:</b>	01443 863072 leisure@caerphilly.gov.uk
<b>Privacy Notice Name:</b>	Sport & Leisure Services
<b>Description of Privacy Notice:</b>	This privacy notice will explain how Caerphilly Sport & Leisure Services will use your information to provide access to Sport & Leisure facilities.

## How we will use your information

### Purpose and legal basis for using your information

#### Purpose of processing

Caerphilly Sport & Leisure Services collects and holds customer data on the Leisure Management System in order to issue a leisure card to provide access to a range of Sport & Leisure services provided by Caerphilly County Borough Council, including Leisure Monthly memberships, Leisure Pay as You Go, Learn 2 Swim, Casual Leisure Centre Facility Hire, Block Booking Facility Hire and SWIMTAG.

This information will include:

- Name
- Date of Birth
- Address
- Phone Number
- Email

We may also use your information for marketing purposes in accordance with the preferences that you indicated when signing up for a leisure card.

#### Legal basis for processing

In order for the processing of personal data to be lawful under the General Data Protection Regulations 2016, a valid condition from Article 6 of the Regulations must be identified, which is outlined below:

#### *Booking purposes*

*1b. processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;*

*Marketing purposes*

*1a. the data subject has given consent to the processing of his or her personal data for one or more specific purposes;*

*You have the right to withdraw your consent to the processing of this information. To withdraw your consent, please contact the Service Area whose details are contained on the top of this document*

## **Who will have access to your information**

### **Identity of Data Controller and Data Protection Officer**

The Data Controller for your information is Caerphilly County Borough Council. The Data Protection Officer is:

Mr Carl Evans  
Corporate Information Governance Manager / Data Protection Officer  
Email: [dataprotection@caerphilly.gov.uk](mailto:dataprotection@caerphilly.gov.uk)  
Tel: 01443 864322

### **Details of main users of your information**

Caerphilly Sport & Leisure Services.

### **Details of any sharing of your information within Caerphilly County Borough Council**

Caerphilly Sport & Leisure Services may need to share information from our Leisure Management System when required to do so by law, in relation to safeguarding concerns or when dealing with antisocial behaviour.

### **Details of any sharing of your information with other organisations**

Caerphilly Sport & Leisure Services may need to share information from our Leisure Management System when required to do so by law, in relation to safeguarding concerns or when dealing with antisocial behaviour.

### **Details of any external data processors**

Your information will be stored on a system administered by Gladstone MRM (Leisure Management System). Caerphilly County Borough Council has the appropriate contract in place to protect your information. Should you sign up for the SWIMTAG service at one of our facilities then they will be processing your data for the purposes of providing that service.

### **Requests for information**

All recorded information held by Caerphilly County Borough Council may be subject to requests under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and Data Protection legislation.

If the information you provide is subject to such a request, where possible Caerphilly County Borough Council will consult with you on its release. If you object to the release of your information we will withhold your information if the relevant legislation allows.

## How long will we retain your information

### Details of retention period

How long Caerphilly County Borough Council retains information is determined through statutory requirements or best practice.

Your information will be held on the Leisure Management System unless you request to terminate your leisure account, or your leisure account is inactive for a period of 7 years or more.

All paper based forms are safely shredded after your data has been registered on the Leisure Management System.

## Marketing

### Details of marketing

You may have consented to your contact details being used for marketing purposes. You will / have been provided with details of the marketing Caerphilly County Borough Council would like to carry out, together with any options such as how you would like to be contacted. You are able to withdraw your consent to marketing at anytime by contacting the Service Area details on the top of this form.

## Your Rights (Inc Complaints Procedure)

### Your rights under the Data Protection legislation

Data Protection gives data subjects (those who the information is about) a number of rights:

- The right of subject access – Application forms for this process are available on our website: [SAR Form](#)
- The right to be informed
- The right of rectification
- The right to erasure
- The right to restrict processing
- The right to object
- The right to data portability
- Rights in relation to automated decision making and profiling.

Further information on your rights is available from: [www.ico.org.uk](http://www.ico.org.uk).

To enact your rights please contact the service area detailed on the top of this form.

### Complaints Procedure

If you are unhappy with the way that Caerphilly County Borough Council has handled your request / information, you have the right of complaint. Please contact the Service Area detailed at the top of this document outlining your issues.

If you remain unhappy you also have a right of complaint to the Information Commissioner's Office. Please follow this link for further information on the complaints process.

[www.caerphilly.gov.uk/My-Council/Data-protection-and-freedom-of-information/Questions-and-complaints](http://www.caerphilly.gov.uk/My-Council/Data-protection-and-freedom-of-information/Questions-and-complaints)

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# Summary Privacy Notice

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## How we will use your information

We will use your data to administer the leisure service. We are relying on the public task legal basis as outlined in Article 6(1)(e) of the UK GDPR. Your data may be shared when required to do so by law, in relation to safeguarding concerns or when dealing with antisocial behaviour. Your data will be kept until you no longer wish to use the service or we identify your library account as inactive after 7 years.

You have a number of rights in relation to the information including the right of access to information we hold about you and the right of complaint if you are unhappy with the way your information is being processed.

For further information on how we process your information and your rights please click the following link: