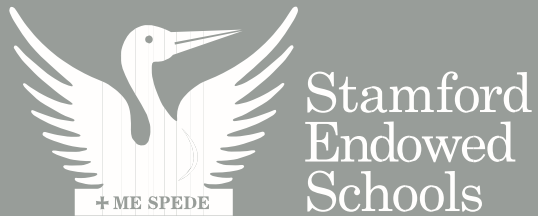


# Privacy Notice

## Members, Hirers and Events



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## 1 Scope

All data subjects whose personal data is collected, is in line with the requirements of the General Data Protection Regulation (GDPR) and the Data Protection Bill 2017.

## 2 Responsibilities

- 1.1 The Sports Centre Department supported by the Data Protection Lead and Data Manager are responsible for ensuring that this notice is made available to data subjects prior to Stamford Endowed Schools Sports Centre collecting/processing their personal data.
- 1.2 All Staff of the Schools who interact with data subjects are responsible for ensuring that this notice is drawn to the data subject's attention and their consent to the processing of their data is secured.

## 3 Privacy notice

### 3.1 Who are we?

The Stamford Endowed Schools Sports Centre provide a service for its members, hirers and users. Data is also used to provide members, hirers and users with information, news and events from the Schools and the SES Sports Centre.

Our Data Protection Lead, Data Manager or Sports Centre Department can be contacted directly here:

- DPL@ses.lincs.sch.uk
- (01780750333)
- SportsCentre@ses.lincs.sch.uk
- 01780750050

The personal data we would like to collect and process are:

- Names of members, associated members or hirers.
- Address Details
- Contact Details
- Bank Details
- Children Details (For Swim School Only).

The personal data we collect will be used for the following purposes:

- To provide information on the schools, upcoming events and membership to the Stamford Endowed Schools facilities.
- To communicate about up and coming offers and events of possible interest to our members or hirers.
- For marketing and profiling processes which relate to supporting the Schools facilities or Sports Centre operations.

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Our legal basis for processing for the personal data when required is:

- Legitimate Interest
- Contractual
- Consent

Where the Sports Centre have received consent, the Schools will communicate via email, text, phone, recorded call or post under the PECR (Privacy and Electronic Communication regulation 2003).

Any legitimate interests pursued by us, or third parties we use, are as follows:

- To provide a service or facility to our members or hirers.

### 3.2 Consent

By consenting to this privacy notice you are giving us permission to process your personal data specifically for the purposes identified.

Consent is required for The Sports Centre to process both types of personal data, but it must be explicitly given. Where we are asking you for sensitive personal data we will always tell you why and how the information will be used.

You may withdraw consent at any time by.

### 3.3 Retention period

The Stamford Endowed Schools Sports Centre will process personal data for whilst you are a member, hirer or user of our facilities and will store the personal data as defined in the Schools data retention schedule.

### 3.4 Your rights as a data subject

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.
- Right to judicial review: in the event that Stamford Endowed Schools Sports Centre refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain as outlined in clause 3.5 below.

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### 3.5 Complaints

In the event that you wish to make a complaint about how your personal data is being processed by Stamford Endowed Schools Sports Centre, or how your complaint has been handled, you have the right to lodge a complaint directly with the supervisory authority and the Schools Data Protection Lead and Data Manager.

The details for each of these contacts are:

	<b>Supervisory authority contact details</b>	<b>Data Protection Lead and Data Manager contact details</b>
Contact Name:	ICO (United Kingdom)	Data Team
Address line 1:	Wycliffe House	Brazenose House
Address line 2:	Water Lane	St Pauls Street
Address line 3:	Wilmslow	Stamford
Address line 4:		Lincolnshire
Postcode:	SK9 5AF	PE9 2BS
Email:	Visit ICO Website – Report a concern	<a href="mailto:DPL@ses.lincs.sch.uk">DPL@ses.lincs.sch.uk</a>
Telephone:	0303 123 1113	01780750311

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## 4 Members, Hirers and Events privacy statement

### Personal data

Under the EU's General Data Protection Regulation (GDPR) personal data is defined as:

“any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person”.

### How we use your information

This privacy notice tells you how we, the Stamford Endowed Schools Sports Centre will collect and use your personal data for the services we provide.

### Why does the Stamford Endowed Schools Sports Centre need to collect and store personal data?

In order for us to provide you with information, news and events for our members or hirers of the Schools and the SES facilities, we need to collect personal data for correspondence purposes and/or detailed service provision. In any event, we are committed to ensuring that the information we collect, and use is appropriate for this purpose, and does not constitute an invasion of your privacy. In terms of being contacted for marketing purposes the Stamford Endowed Schools Sports Centre will have contacted you for additional consent.

### Will the Stamford Endowed Schools Sports Centre share my personal data with anyone else?

We may pass your personal data on to third-party service providers contracted to the Schools in the course of dealing with you. Any third parties that we may share your data with are obliged to keep your details securely, and to use them only to fulfil the service they provide you on our behalf. When they no longer need your data to fulfil this service, they will dispose of the details in line with the Schools procedures. If we wish to pass your sensitive personal data onto a third party we will only do so once we have obtained your consent, unless we are legally required to do otherwise.

### How will The Sports Centre use the personal data it collects about me?

The Sports Centre will process (collect, store and use) the information you provide in a manner compatible with the EU's General Data Protection Regulation (GDPR) and the UK Data Protection Bill 2017. We will endeavor to keep your information accurate and up to date, and not keep it for longer than is necessary. The Sports Centre is required to retain information in accordance with the law, such as information needed for income tax and audit purposes. How long certain kinds of personal data should be kept may also be governed by specific business-sector requirements and agreed practices. Personal data may be held in addition to these periods depending on individual business needs.

### Under what circumstances will the Stamford Endowed Schools Sports Centre contact me?

Our aim is not to be intrusive, and we undertake not to ask irrelevant or unnecessary questions. Moreover, the information you provide will be subject to rigorous measures and procedures to minimise the risk of unauthorised access or disclosure.

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Can I find out the personal data that the organisation holds about me?

The Stamford Endowed Schools Sports Centre at your request, can confirm what information we hold about you and how it is processed. If the Sports Centre does hold personal data about you, you can request the following information:

- Identity and the contact details of the person or organisation that has determined how and why to process your data. In some cases, this will be a representative in the EU.
- Contact details of the Data Protection Lead and Data Manager, where applicable.
- The purpose of the processing as well as the legal basis for processing.
- If the processing is based on the legitimate interests of the Sports Centre or a third party, information about those interests.
- The categories of personal data collected, stored and processed.
- Recipient(s) or categories of recipients that the data is/will be disclosed to.
- If we intend to transfer the personal data to a third country or international organisation, information about how we ensure this is done securely. The EU has approved sending personal data to some countries because they meet a minimum standard of data protection. In other cases, we will ensure there are specific measures in place to secure your information.
- How long the data will be stored.
- Details of your rights to correct, erase, restrict or object to such processing.
- Information about your right to withdraw consent at any time.
- How to lodge a complaint with the supervisory authority.
- Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data.
- The source of personal data if it wasn't collected directly from you.
- Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing.

What forms of ID will I need to provide in order to access this?

The Stamford Endowed Schools accepts the following forms of ID when information on your personal data is requested:

**Passport, driving licence, birth certificate, utility bill (from last 3 months), etc.**

Contact details of the Data Protection Lead and Data Manager:

	<b>Data Protection Lead and Data Manager contact details</b>
Contact Name:	Data Team
Address line 1:	Brazenose House
Address line 2:	St Pauls Street
Address line 3:	Stamford
Address line 4:	Lincolnshire
Postcode:	PE9 2BS
Email:	DPL@ses.lincs.sch.uk
Telephone:	01780750311

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***Document Owner and Approval***

The Sports Centre and Leisure Manager is the owner of this document and is responsible for ensuring that this record is reviewed in line with the review requirements of the GDPR.

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