



ORGANSATION INFORMTION

RIBBLE VALLEY SPORTS AND RECREATION

ROEFIELD LEISURE

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DATA PROTECTION AND PRIVACY STATEMENT

We are fully committed to full compliance with the requirements of the Data Protection Act 1998. We have a Data Protection Policy to ensure that the Chairty, and people working on its behalf (including employees, temporary staff, contractors, volunteers, consultants, partners and their staff) are aware of their obligations under the Data Protection Act 1998 and comply fully with that Act.

STATEMENT OF POLICY

We need to collect and use information about people with whom we work in order to operate and carry out our functions. These may include members of the public; current, past and prospective employees; clients; customers and suppliers. In addition, we may be required by law to collect and use information in order to comply with the requirements of central government. We must handle this information properly, however it is collected, recorded and used, whether it is on paper, in computer records or recorded by other means.

Treating information lawfully and appropriately is very important to our successful operations, and essential to maintaining confidence between us and those with whom we carry out business. We fully endorse and adhere to the Principles of the Data Protection Act 1998.

HANDLING PERSONAL/SENSITIVE DATA

We will:

- Use personal data in an efficient and effective way to deliver better services
- Strive to collect and process only the data or information which is needed
- Use personal data only for those purposes described when we collect it, or for purposes which are legally permitted and for a legitimate interests within our services.
- Strive to ensure information is accurate
- Only keep information for as long as necessary
- Securely destroy data which is no longer needed
- Ensure the appropriate technical and organisational security measures are in place to safeguard information (including unauthorised or unlawful processing and accidental loss or damage of data)
- Ensure information is not transferred abroad without suitable safeguards
- Ensure the public are informed about their rights to access information
- Ensure that the rights of people about whom we hold information can be fully exercised under the Data Protection Act 1998

Rights under the Data Protection Act 1998 include:

- The right to access personal information within 40 days of request
- The right to prevent processing in certain circumstances
- The right to correct, rectify, block or erase information regarded as wrong information
- The right for your data to be terminated
- The right to make a complaint about the mis-use of data.

DATA COLLECTED BY THE ORGANISATION

The data collected by Roefield Leisure is always only to be used to provide an effective and quality service. No data will be collected that is not relevant to providing this service or passed on to any third party whom do not aid us in delivering these services.

Data collected consists of-

- Name, address, telephone number, email
- Health questions
- Next of Kin (In case of an emergency, these details are not added to our database)
- Lifestyle questions

THE PRINCIPLES OF DATA PROTECTION

The Data Protection Act says that anyone processing personal data must comply with 8 principles of good practice. These principles are legally enforceable.

In summary, they require that personal data:

- Is processed fairly and lawfully and is not processed unless specific conditions are met
- Is obtained only for one or more specified and lawful purposes and is not processed in any manner incompatible with that purpose or purposes
- Is adequate, relevant and not excessive in relation to the purpose or purposes for which it is processed
- Is accurate and kept up to date
- Is not kept for longer than is necessary for the purpose or purposes
- Is processed in accordance with the rights of data subjects under the Act
- Is kept secure
- Is not transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of data protection

What we do with your data

YOUR RIGHTS

You have the right to ask us not to process your personal data for marketing purposes. We will usually inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes. You can exercise your right to prevent such processing by checking certain boxes on the forms we use to collect your data. You can also exercise the right at any time by contacting us at sport@roefield.co.uk.

- We may disclose your personal information to any member of our group, which means our subsidiaries, our ultimate holding company and its subsidiaries, as defined in section 736 of the UK Companies Act 1985.
- We may disclose your personal information to third parties: These third parties are parties that we work with in order to provide a regular service and keep the terms and conditions of services. This data will be transferred safely and securely.
- If our business or substantially all of its assets is acquired by a third party, in which case personal data held by us about our customers will be one of the transferred assets. This will be communicated.
- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of use and other agreements; or to protect the rights, property, or safety of us, our customers, or others.
- If you wish to make a complaint about the way your data is used then please contact the centre via email or telephone and your complaint will be investigated by the data protection officer.

We use information held about you in the following ways:

- To ensure that our service content is presented in the most effective manner for you.
- To provide you with information, products or services that you request from us or which we feel may interest you, where you have consented to be contacted for such purposes.
- To carry out our obligations arising from any contracts entered into between you and us.
- To allow you to participate in interactive features of our service, when you choose to do so.
- To notify you about changes to our service.
- We may also use your data, or permit selected third parties to use your data, to provide you with information about goods and services which may be of interest to you and we or they may contact you about these by post or telephone.
- If you are an customer, we will only contact you by electronic means (e-mail or SMS) with information about goods and services similar to those which were the subject of a previous sale to you.