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**Leisure at the Heart of Every Community**

**Privacy Notice**

East Ayrshire Leisure Trust is committed to protecting your privacy. We will only use the information that we collect about you in accordance with the General Data Protection Regulations and the Data Protection Act 2018. You can browse our website without disclosing any personal information, however if you choose to provide personal information via our online booking service, e-newsletter sign-up or in any other form, we will only process your personal data in accordance with the relevant legislation.

**Who is responsible for your information?**

All personal information is held and processed by the Trust in accordance with the Data Protection Act 2018. For information on the role of data Controller, data Protection Officer and contact details for the Trust, please refer to the [privacy statement](https://eastayrshireleisure.com/privacy-statement.pdf?_ga=2.79280787.645598783.1532612047-1840790615.1528104960) on the Trust’s website:

[https://eastayrshireleisure.com/privacy-statement](https://eastayrshireleisure.com/privacy-statement.pdf)

Leisure at the Heart of Every Community provides high quality leisure facilities that are relevant and modern and will support other leisure providers in ensuring that leisure is truly at the heart of every community regardless of who the provider is.

**What information do we hold?**

The Leisure at the Heart of Every Community team collect information through a variety of channels, which will include information such as; your name, address, telephone number, email address, date of birth, bank account details (where required).

This information is required to allow participation in the services and events provided by Leisure at the Heart of Every Community, and for the safety of the individual and that of other service users.

**What is the lawful basis for processing the data?**

The lawful basis for processing personal data are set out in Data Protection legislation. The lawful basis for processing personal data within our Leisure at the Heart of Every Community section are:

1. Contract - The processing is necessary for performance of a contract (between a customer and the organisation)
2. Legal Obligation - The processing is necessary for the Trust to comply with the law
3. Public task - the processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law
4. Consent – individuals may provide personal details for a specific purpose, this information can only be used for the purposes it was freely given. Where the Trust is relying on consent to process personal data then you have the right to withdraw this consent at any time.

**Special Category Data**

Data Protection legislation defines Special Category Data as data relating to the processing of personal data regarding racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership and the processing of genetic data, biometric data, data concerning health or data concerning a person’s sex life or sexual orientation.

The Trust will have a requirement to process some types of Special Category Data and in particular:

* racial or ethnic origin information for monitoring purposes

**The lawful basis for processing Special Category Data is:**

* The processing is necessary for reasons of substantial public interest, and occurs on the basis of a law that is, inter alia, proportionate to the aim pursued and protects the rights of data subjects

**Public Space CCTV**

Signage alerting the public to the use of CCTV is displayed within the facility in which it is operational.

Images of individuals may be collected on CCTV cameras. It is necessary to collect such images for the following purposes:

* To help with reduction or negation of criminal activity
* To help apprehend or prosecute offenders

The processing of CCTV information is necessary for the performance of a task carried out in the public interest. Where CCTV may capture more sensitive information about individuals the processing is necessary for the reason of substantial public interest, for the prevention and detection of unlawful acts.

The retention of CCTV images from cameras is 30 days, after this time images are overwritten unless required by law enforcement, solicitors, or insurance providers for the provision of evidence.

**Who will we share your information with?**

No personal details kept by Leisure at the Heart of Every Community are passed on to third parties, unless required by law. All contact information is kept within identified files.

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

The Trust will only keep your personal data for as long as necessary. Full details of how long we retain the contact information outlined above can be found in East Ayrshire Council’s Retention Schedule: [https://www.east-ayrshire.gov.ukCorporate-Retention-Schedule](https://www.east-ayrshire.gov.uk/Resources/PDF/C/Corporate-Retention-Schedule.pdf)

After this time, personal data will be securely destroyed.

**Providing accurate information**

It is important that we hold accurate and up to date information about customers who regularly engage in aspects of our service. If any details change, or change in the future, customers should ensure that they inform the Leisure at the Heart of Every Community section as soon as possible so that they can update their records.

**Individual’s data processing rights**

Under data protection legislation, individuals have the right to request access to information about them that the Trust holds. Further details can be found in the Trust’s [privacy statement](https://eastayrshireleisure.com/privacy-statement.pdf?_ga=2.79280787.645598783.1532612047-1840790615.1528104960)

Individuals 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
* in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
* in certain circumstances, transfer their data to another organisation (data portability)

Individuals can contact the Trust regarding the processing of their data. Details of how to do this can be found on the Trust’s Privacy Statement [https://eastayrshireleisure.com/privacy-statement](https://eastayrshireleisure.com/privacy-statement.pdf)

If individuals have a concern about the way the Trust is collecting or using their personal data, they should raise their concern in the first instance with the Trust’s Data Protection Officer; contact details can be found in the Trust's Privacy Statement: [https://eastayrshireleisure.com/privacy-statement](https://eastayrshireleisure.com/privacy-statement.pdf)