

Privacy Notice for Sports Centres

Why we are collecting your data

Eastbourne Borough Council is a data controller and collects your personal data in order to process your membership or booking. We will only collect the personal data from you that we need in order to provide this service to you.

We use your data so we have a record of your membership with us and of any bookings you make with us, either for a class you wish to attend, for the use of a facility, for a play scheme place, or for a party or event.

What is the legal basis for the processing this data?

We do this as necessary for the performance of a contract with you. Where we collect medical information from you, in addition to the performance of a contract, this is done in the substantial public interest of safeguarding of children and of individuals at risk.

Who will your information be shared with?

Your personal data is only accessible to Sports Centre staff.

We may disclose information to third parties where it is necessary to comply with a legal obligation.

Where we need to disclose sensitive information such as medical details to a third party, we will only do so once we have obtained your explicit consent, or where we are legally required to. We may disclose information when necessary to prevent risk of harm to an individual.

The councils are required by law to protect the public funds they administer. We may use any of the information you provided for the prevention and detection of fraud. We may also share information with other bodies that are responsible for auditing or administering public funds, including the Cabinet Office. The Cabinet Office requires councils to participate in data matching exercises to assist in the prevention and detection of fraud.

We will not

- Use your information for marketing or sales purposes without your prior explicit consent.
- Send or store your data abroad.
- Make decisions about you based on automated processing.

How long will we hold your data for?

We will not keep your personal information for longer than seven years.

Your rights

You are entitled to request a copy of any information about you that we hold.

If the information we hold about you is inaccurate you have a right to have this corrected and you have the right to request completion of incomplete data.

You have the right to request the erasure of your personal data in certain circumstances ('right to be forgotten').

You have the right to request that we stop, or restrict the processing of your personal data, in certain circumstances. Where possible we will seek to comply with your request, but we may be required to hold or process information to comply with a legal requirement.

If you are dissatisfied with how the councils have used your personal information you have a right to complain to the Information Commissioner's Office at casework@ico.org.uk

Identity of Data Protection Officer

Data Protection Officer – Oliver Dixon, Senior Lawyer

Contact details

1 Grove Road, Eastbourne BN21 4TW

Email: accesstoinformation@lewes-eastbourne.gov.uk

Tel: 01323 410000