

Chamberlain Sports Centre Privacy Notice

How we use your information

Chamberlain Sports Centre provides a wide range of sports, fitness and exercise opportunities to the public, as well as staff and students of JCC. Our Privacy Notice explains your privacy rights and how we gather, use, store and share your information. If you want to get in touch, please refer to the contact details for the College Data Protection Officer listed at the end of this document.



The categories of information we collect

We collect personal information from you and this includes data relating to:

- addresses;
- dates of Birth;
- gender;
- emergency contact information (name/telephone number/email address);
- medical information;
- bank details;
- personal telephone numbers;
- email addresses; and
- copies of qualifications of visiting instructors.



How we collect your information

We collect information in these ways:

- directly from you via your membership application form, booking form, parental consent forms, pre-exercise questionnaire forms and registration forms; and
- staff information may be obtained from other internal departments including Human Resources and Finance.



The lawful basis on which we process this information

Chamberlain Sports Centre processes this information under GDPR (General Data Protection Regulation) Article 6C (Legal Obligation) and 6E (Public Task) in order to comply with the requirements of the ESFA (Education and Skills Funding Agency). We will process special category information under Article 6 to comply with the GDPR.

We also process your personal data where:

- it is necessary for medical purposes, e.g. medical diagnosis, provision of health or social care or treatment, or a contract with a health professional;
- it is necessary to protect your or another person's vital interests; or
- we have your specific or, where necessary, explicit consent to do so.





How we use your information

We use your personal data for the administration of your membership and management of bookings. Contractual use of personal information including biometric data, which will have been provided when you made your membership application, will form part of your contract with Chamberlain Sports Centre as part of your membership.

We are legally able to process your personal data:

- when you have freely and explicitly provided your consent to this processing;
- when the Sports Centre has a statutory duty to collect and process this information to provide the required service or undertake a statutory function; and
- when your personal data forms part of a contract between you and the Centre.



Keeping your information

Chamberlain Sports Centre stores data in different places like management information systems, paper in secure locations or electronic documents within a secure network. We do not keep records longer than necessary and follow the College retention schedule.



Sharing your information

Chamberlain Sports Centre may share information internally or with third parties where there is a legal obligation and requirement. We may share information provided to other agencies or organisations such as the police, HMRC and the Department for Work and Pensions (DWP) where a request has been made and it is lawful to share the information. The information will be saved and destroyed according to our statutory requirements.



Why we share your information

We may share information with third parties for research/analysis, to produce statistics and/or provide information, advice and guidance. This takes place where the law allows in compliance with data protection legislation. Where we engage non-statutory third parties to process personal data on our behalf, this is on the basis of written instructions.





Protecting your data

We have internal policies and controls in place to make sure your personal information is not lost, inaccurate, accidentally destroyed, misused or disclosed. The Centre takes the protection of your data extremely seriously.

Your rights and consent

As a data subject you have a number of rights that include:

- accessing and obtaining a copy of your data on request;
- requiring the Centre changes incorrect or incomplete data;
- requiring the Centre to delete or stop processing your data (for example, where the data is no longer necessary for the stated purposes of processing); and
- objecting to processing of data where the Centre is relying on its legitimate interests as the legal ground for processing (we will only use 'legitimate interests' as grounds for processing in a very few number of situations).

Chamberlain Sports Centre will not always need consent to use your personal information such as when required to meet regulatory requirements.

Contact details

If you have a concern about how Joseph Chamberlain Sixth Form College collects, stores or uses your personal data, we request you raise concerns with the Data Protection Officer in the first instance. Alternatively, you can contact the Information Commissioner's Office at <http://www.ico.org.uk/concerns>

Write to us: Data Protection Officer
Joseph Chamberlain Sixth Form College
1 Belgrave Road, Highgate
Birmingham B12 9FF

Call us: 0121 446 2268

Email us: dataprotection@jcc.ac.uk

An electronic copy of this document is available at:
<https://www.jcc.ac.uk/about-jcc/general-data-protection-regulations/>

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