



DATA PRIVACY NOTICE

1. Your Personal Data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR"). For the purposes of data protection legislation, this applies to any activity involving your use of personal data for example, collecting, storing, sharing, and destroying information.

2. Who are we?

Wodson Park Trust is the data controller (contact details below). This means it decides how your personal data is collected, stored, processed and for what purposes.

3. How do we process your personal data?

Wodson Park Trust complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To administer membership records;
- To maintain our own accounts and records;
- To inform you of events and activities at Wodson Park;
- To inform you of any ad-hoc issues which may impact on your enjoyment of the facilities, for example power cuts, changes to opening hours or cancellations;
- To derive statistics which inform decisions such as the class sizes, hours of operation and types of activities offered; and
- To assess our performance and provide data to supplement grant applications and funding requests.

4. What is the legal basis for processing your personal data?

- The data is necessary for the performance of a contract between us;
- You have provided explicit consent so that we can keep you informed about news, events and activities;
- Processing is necessary for carrying out our obligations under social protection law (safeguarding);
- Processing of data is in the public interest and necessary for statistical purposes.

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5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be used by Wodson Park staff members to inform decisions appertaining to the operation of the sports centre. We will never share your data with third parties without your consent.

6. How long do we keep your personal data?

We keep data in accordance with the guidance set out by the Information Commissioners Office. All records are reviewed annually and the personal details of any member who fails to renew their membership within 12 months of the expiry date are destroyed.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which Wodson Park holds about you;
- The right to request that Wodson Park corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Wodson Park to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), where applicable;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable);
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance.

Contact: **The General Manager, Wodson Park Trust, Wodson Park Sports Centre, Wadesmill Road, Ware, Hertfordshire. SG12 0UQ**

Telephone: 01920 487 091 or email: contact@wodsonpark.org.uk.

Alternatively, can contact the Information Commissioners Office on tel no: 0303 123 1113 or via email: <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

Data Privacy Notice updated April 2020

Next review date: April 2021