



# OUNDLE

School

## SPORTS CENTRE PRIVACY POLICY

Thank you for visiting the sports centre, we are part of the corporation of Oundle School. We are committed to safeguarding your privacy.

### Introduction

This statement is to help you understand how and why we collect personal data about you. It also explains the decisions that you can make about your own information. If you have any questions about this notice, please contact the sports centre. The School collects and processes personal data relating to users of its facilities in order to fulfil its contract with individuals, other schools and clubs. The School is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

### How and why does the School collect personal data?

When you become a member or book a session the sports centre collects personal information about you. This includes:

- your contact information: including name, address, telephone number, and email address,
- emergency contact information,
- family information,
- health information,
- date of birth.

We collect this information in order fulfil our contract with you, to ensure compliance with any legal/regulatory obligations, for the purposes of the School's legitimate interests and to protect you and your vital interests. Failing to provide this data may result in us being unable to add you as a member.

Any personal information we collect in person or via email will never be released or sold to any companies or individuals outside of Oundle School. If you register your interest, you may in future be contacted with relevant information and updates. Any inactive personal data (patrons who have not used their membership or booked sessions) will be anonymised after 12 months where it relates to tracking of users of our facilities, and deleted where it pertains to health, financial or other personal data. If the data relates to an incident, then this will be retained by the Health and Safety Officer under the School's retention policy for incident reports.

If you are a School using the Swimming Pool for classes we collect personal information about your pupils including their names, and any pertinent health information in order to provide suitable swimming classes and to ensure our staff know who is in their classes. We collect this information in

order to fulfil our contract with you, to ensure compliance with any legal/regulatory obligations, for the purposes of the School's legitimate interests and to protect the vital interests of your pupils. Failing to provide this data may result in us being unable to provide you with swimming classes.

Data supplied by Schools is retained as follows:

- Class registers - are retained in hard copy for the term following delivery of the class,
- County School Swimming Records - are stored for 2 years and then deleted from the system, individual achievement numbers only are kept for archiving purposes,
- County School Risk Assessments – are stored for 2 years and then deleted from the system. Any incidents pertaining to these assessments will be retained by the Health and Safety Officer under the School's retention policy for incident reports,
- Expired Health Risk Assessments – are stored for 3 years and then deleted from the system. Any incidents pertaining to these assessments will be retained by the Health and Safety Officer under the School's retention policy for incident reports,

If you are an individual or organisation hiring the Sports Centre, we collect personal information about you and your organisation including:

- your contact information: including name, address, telephone number, and email address,
- emergency contact information,
- child protection officer contact information,

We collect this information in order fulfil our contract with you, to ensure compliance with any legal/regulatory obligations, for the purposes of the School's legitimate interests and to protect the vital interests of those who attend the Sports Centre whilst you are hiring it. Failing to provide this data may result in us being unable to provide the facilities.

Data supplied for the hire of the Sports Centre is retained for 12 months.

Any personal information we collect will never be released or sold to any companies or individuals outside of Oundle School.

If you are an individual attending a National Pool Lifeguard course, we collect personal information as follows:

- your contact information: including name, address, telephone number, and email address
- emergency contact information

Candidate assessment documents are sent to IQL/RLSS by post for accreditation, in order to fulfil their contract with you to provide you with your award or qualification. IQL/RLSS's Privacy Policy can be found at [rlss.org.uk/privacy](http://rlss.org.uk/privacy). All course documents are stored for 7 years, and on request electronically sent to IQL/RLSS for audit purposes through a secure link.

## **Why does the School need to process your personal data?**

We use the information you provide in order fulfil our contract with you. Your financial and/or personal information may be passed to any third party organisations necessary to process your transactions with Oundle School, such as credit card companies and banks on our behalf. Except for these specific cases, we will never share financial information with third parties.

The School is permitted to process your personal data in this way, in compliance with data protection legislation, by relying on one or more of the following lawful grounds:

The processing is necessary

- to ensure compliance with legal and/or regulatory obligations;
- for the purposes of the Schools legitimate interests; or
- to protect you and your vital interests

## **What do we do with your personal information?**

The Bursar is responsible for managing how we look after personal data at the School, and deciding on how it is shared. In compliance with the legislation regarding your personal data we need to keep it safe, up to date, only use it for the purpose we collected it for, retain it for only the length of time needed for us to process it and most importantly treat the information we have collected fairly.

The School takes the security of your data seriously. There are internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. Paper records are retained within locked cabinets in secure buildings either on School premises or stored by a third party document storage company, prior to being securely destroyed. Electronic data is stored only on the School's internal servers (including email) and access to personnel records stored electronically is restricted only to those requiring access as part of their duties.

We only retain your information for as long as we need to. The retention period depends on the type of information as detailed above. In exceptional circumstances we may keep your information for a longer time than usual or share it more widely than we would normally.

## **What decisions can you make about your information?**

Individuals have various rights under Data Protection Law to access and understand personal data about them held by the School, and in some cases ask for it to be removed, amended or for the School to stop processing it, subject to certain exemptions and limitations. We will always respect your privacy and any personal communication between you and ourselves.

If you have any queries or wish to restrict your data processing or do not want to be contacted by the sports centre, please inform us on [sportscentre@oundleschool.org.uk](mailto:sportscentre@oundleschool.org.uk). We will always comply with any data protection legislation currently in force. The School will endeavour to respond to any written requests as soon as is reasonably practicable and within one month in the case of requests for access. The School is better able to respond quickly to smaller, targeted requests for information.

If you have a concern about the way the School is collecting or using your personal data, we ask that you raise the concern with us (via [sportscentre@oundleschool.org.uk](mailto:sportscentre@oundleschool.org.uk)) in the first instance. Alternatively you can contact the Information Commissioner's office at <https://ico.org.uk/concerns>

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