



Privacy Notice

Manor Sports & Leisure is a Sports Centre for the public and also use by Manor School. Manor Sports Leisure (MSL) is the organisation who is in charge of your personal information (or personal data). This means Manor Sports and Leisure is called the 'Data Controller'. The gym is located at Manor School who are part of the Nene Education Trust.

The postal address of the Manor Sports & Leisure is:

**Mountbatten Way
Raunds
Wellingborough
Northants. NN9 6PA**

MSL Tel No: 01933 461459

Email us at sport@manor.school

If you would like to contact us about the personal data and information we hold on your behalf please contact our Data Protection Officer.

Angela Corbyn on 07775 436141; email dpo@neneeducationtrust.org.uk or leave a letter at our offices at the address above.

Under data protection law, individuals have a right to be informed about how MSL uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about users of MSL.

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Your full name
- Contact details (address, email and telephone numbers)
- Date of birth
- Emergency contact information
- Banking details which are collated and sent immediately to the bank but not held by MSL

We may also collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to, information about:

- Any health conditions you have that we need to be aware of (including medical information) of and whether you are undergoing any health investigations
- Photographs and CCTV images captured whilst attending MSL

For Holiday Camp bookings in addition to the above

- Child full names provided by the parent
- Health conditions relating to the child provided by the parent

We may also hold data about you that we have received from other organisations and professional bodies such as Doctors Surgeries or other medical professions.

Why we use this data

We use this data to:

- a) Process payments for use of MSL
- b) Confirm bookings at MSL
- c) communicate details of events and opportunities for MSL users provided in the at MSL and the wider community
- d) Carry out research
- e) Confirm your identity
- f) Supply government agencies including the police where required by law
- g) Meet legal requirements and legitimate interests
- h) Track how well the business as a whole is performing
- i) Look after your wellbeing, for example to provide appropriate referral routes if necessary
- j) Assess the quality of our services
- k) Comply with the law regarding data sharing

Our lawful basis for using this data

There are a number of legal reasons why we need to collect and use your personal information.

Generally we collect and use personal information for the purposes of where:

- you are entering or have entered into a contract with us
- you, or your legal representative, have given consent
- it is necessary to protect someone in an emergency
- it is required by law
- you have made your information publicly available
- it is necessary for legal cases
- it is necessary for archiving, research, or statistical purposes

Use of your personal information for marketing purposes

Where you have given us consent to do so, MSL may send you marketing information by email or text promoting MSL events, campaigns, charitable causes or services that may be of interest to you. You can withdraw consent or 'opt out' of receiving these texts and/or emails at any time by clicking on the "Unsubscribe" link at the bottom of any such communication.

Our basis for using special category data

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in data protection law:

- We have obtained your explicit consent to use your personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

Collecting this information

While the majority of information we collect about MSL users is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Medical establishments

How we store this data

We keep personal information about MSL users held securely electronically and medical referrals securely on site at MSL and retain your personal information for 30 days after ceasing any activity at the site.

We have put in place appropriate security measures to prevent your personal information being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

Data sharing

We do not share information about MSL users with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required or necessary (and it complies with data protection law) we may share personal information about you:

- Financial organisations
- Our auditors
- Survey and research organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Police forces, courts, tribunals

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with UK data protection law.

Individual rights regarding your data

Individuals have a right to make a 'subject access request' to gain access to personal information that the Trust holds about them.

Under UK data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing

For further detail, please see the Trust Data Protection Policy. To exercise any of these rights, please contact us (see 'Contact us' below).

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

Angela Corbyn on 07775 436141; email dpo@neneeducationtrust.org.uk or leave a letter at our offices at the address above.

Nene Education Trust GDPR queries please contact:- Victoria Brennan
vbrennan@neneeducationtrust.org.uk