

## How your personal Information is used by Sport and Leisure Services.

Here at Midlothian Council, we take your privacy seriously. Under the Data Protection Act 2018, you have a right to know how we collect, use and share your personal data.

This privacy notice explains the information we need in order to carry out Sport and Leisure Services. This activity is part of Property and Facilities Management Services provided by Midlothian Council.

### Our Privacy Promise

**We promise to collect, process, store and share your data safely and securely.**

#### What lets us collect your information?

We process your data to allow you to use our Sport and Leisure Services and facilities. For example, to book an event such as a birthday party, to book a place on our fitness class, to become a tonezone member.

#### What kinds of personal data do we collect?

The personal data we collect might include your **name, address, telephone number and email address or other information that identifies you**. If necessary, we might also collect what is called 'special category' data. That is, sensitive information such as medical/health information. We will always make it clear what information we are collecting and how we will use it.

#### How do we collect your personal data?

We collect your personal data in many different ways. You might give us your personal data yourself, by entering your information in a form on the Council website, by contacting a Council officer in person, in writing, over the phone or at one of our leisure centres. We might also receive your personal data from other agencies. If we share information regularly with another organisation.

#### How do we use your personal data?

We use the information we collect to set up customers memberships at our leisure centres, add customers to our sports courses and active schools courses, register customers on schemes run in partnership with the NHS or set up bookings at our facilities.

#### Why do we share your personal data?

We may share your data with Ageing well and Paths for all who are registered Scottish charities who organise our walk leader training and support walking groups throughout Scotland. These groups carry out research on the benefits of walking. Your personal information will be held on a secure,

online database. Ageing well and paths for all will never sell or pass your data to a third party for marketing purposes. We will only share this information if you give us permission to do so.

### **With whom do we share your personal data?**

If necessary, we might share your personal data with other agencies and authorities, depending on the service being provided. We will only share your personal data if it is necessary to do so, and the appropriate conditions have been met.

The external bodies with whom we share are Ageing well and Paths for all and will be shared for the purposes set out above.

Personal data is also shared between Midlothian Council services. Including schools.

### **How long do we keep your personal data?**

Your personal data is kept in line with Midlothian Council's Retention Schedule. The retention schedule sets out the kinds of information the Council creates and uses, how long it should be kept, and what should be done with it at the end of its 'life'. To access our retention schedule please click on the link [here](#)

### **Further Information**

You can find out more about how we use your information to detect and prevent fraud or crime, information collected through our website, recorded telephone calls, CCTV, the rights you have under the Data Protection Act, and how to contact us by referring to the overarching Midlothian Privacy Policy.