

**UNIVERSITY OF CUMBRIA
PRIVACY NOTICE FOR SPORTS AND RECREATION SERVICES**

Introduction

The University of Cumbria collects and uses personal information about Conference Organisers or Delegates in accordance with applicable Data Protection and Privacy laws, including the Data Protection Act 1998 and (when in force) the General Data Protection Regulation. Please read this Privacy Statement carefully and contact us if you have any queries.

This Privacy Notice explains how the University's Sports and Recreation Service handles your personal information

What personal information do we collect?

We will collect and process the following information about you –

- **Information you give us** this is information about you that you give us:

Sports Facilities Membership -

By filling in the membership application form provided to you (a copy of which is available here [INSERT LINK]) ("Membership Application form"). Such information will include your name, address, and contact details.

Summer Activities Programme

By filling in the summer activities programme application form provided to you (a copy of which is available here [INSERT LINK]) ("Summer Activities Application form"). Such information will include your name, address, and contact details and your child's name, date of birth and age.

Recreational Gymnastics and Trampolining Programme

By filling in the Gymnastics or Trampolining membership form provided to you (a copy of which is available here [INSERT LINK]) ("Gymnastics trampolining Application form"). Such information will include your name, address, and contact details and your child's name, date of birth and age.

Club Bookings for use of facilities

By making a booking for the use of facilities you will be asked to provide the details of the club in whose name the booking is being made. Such details will include the club name, and the name, address and contact details of the relevant representative of the club.

We also collect some information which is classed as Sensitive Personal Data or Special Category Data,

Sports Facilities Members

In order to use the fitness suite facilities you will be required to undertake a Pre – Assessment where information about your medical history, regarding your physical and mental health, will be collected via the completion of a medical history questionnaire form (insert link).

Summer Activities Programme

where you provide such detail in your completed Summer Activities Application form we will collect details regarding any physical, mental or learning disabilities your child may have

We will only use Sensitive Personal Data or Special Category Data with your explicit consent, except in limited, exceptional circumstances permitted by Data Protection legislation (for example, to protect the welfare of yourself or others)

How will we use your information?

We will use your information for the purposes listed below. We have also provided details of the legal basis on which we will use your information:

Subject type	Use of your information by us	Legal basis for doing so
Sports Facilities Membership	<p>Basic Membership details - To administer your membership.</p> <p>Medical History Pre-assessment - To ensure members are fit to access facilities and to enable staff to provide advice and guidance regarding appropriate exercise activities to meet health goals</p>	<p>contract with data subject. The consequences of not supplying the relevant information would be that the University would not be able to offer a membership package to the individual</p> <p>Explicit consent of the data subject.</p>
Children attending the summer activities programme	To ensure children are able to undertake the range of activities and to enable staff to make any reasonable adjustments to accommodate a child's specific needs within the planned activity.	Explicit consent of the data subject
Gymnastics or Trampolining Membership	To ensure your place on the gymnastics or Trampolining programme	contract with data subject. The consequences of not supplying the relevant information would be that the University would not be able to offer a place on the programme.
Sports Clubs	To administer the booking	contract with data subject. The consequences of not supplying the relevant information would be that the University would not be able to allow the club to use the facilities

Storing your information

All information you provide to us is stored within the European Economic Area (EEA) on our secure servers. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

Your information will be retained for seven years. Following this period your information will be securely destroyed.

Disclosure of your information

The university discloses your information as outlined below -

Sports Facilities Members

Details may be shared with Sports facilities staff, and the University's Finance team, and passed to exercise instructors delivering classes within the sports facilities.

Your details may also be shared with our Insurers in the event of a need to defend a claim by you against the University.

Children attending the Summer Activities programme

Your data will be shared internally with the Summer Activities programme team.

Your details may also be shared with our Insurers in the event of a need to defend a claim by you against the University.

Your Rights

Where we rely on your consent to process your information you have the right to withdraw your consent at any time. You can do this by contacting the Sports Facilities team:

Carlisle

Email: carlisesportscentre@cumbria.ac.uk

Lancaster

Email: lancastersportscomplex@cumbria.ac.uk

Under the Data Protection Act 1998 and the General Data Protection Regulation you have a right to a copy of the current personal information held on you by the University. To request a copy of your data, please use the request form available on the university website at <http://www.cumbria.ac.uk/dataprotection>

For further information or advice about your rights under the Data Protection Act, including details of how to contact the University's Data Protection Officer, please see our webpages at <http://www.cumbria.ac.uk/dataprotection>.

You can also visit the Information Commissioner's website for further information and advice on your rights under both the Data Protection Act and the General Data Protection Regulation. You also have the right to complain to the Information Commissioner if you are unhappy with the way your information is being handled. Please see www.ico.org.uk for further details.