



## **PRIVACY NOTICE FOR HIRERS/MEMBERS USING THE LEISURE FACILITIES AT THE NOBEL SCHOOL**

### **PRIVACY POLICY**

The Nobel School is a secondary Foundation school which lets its facilities to the community in the evenings at weekends and during the school holidays.

This policy was made in light of the requirements set out by the General Data Protection Regulations (GDPR) 2018 in order to explain our data processing practices. It explains the basis on which we will process any personal data we collect from you, or that you provide to us.

### **TOPICS:**

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### **WHO DO WE COLLECT DATA FROM?**

We collect and process data from a range of individuals, including those that have become a member at one of our centres, We may also collect information when you voluntarily complete customer surveys, provide feedback and participate in competitions.

### **WHAT INFORMATION DO WE COLLECT ABOUT YOU?**

When joining our fitness suite as a member or booking an activity, we collect and process first name, last name, date of birth, postal address and bank details under the lawful processing of contract. We do not store your bank details on our web servers. This information is required to process your membership or book your activity with us. We also collect and process email address, telephone number and associated club under the lawful processing of legitimate interest.

We also collect information about your health and fitness goals, interests, any relevant medical information and an emergency contact when taking out a membership. This is to ensure your health and safety when using our facilities and is also processed under the lawful processing of legitimate interest.

We also collect data on what facilities you use in in any of our school.

## HOW WILL WE USE THE INFORMATION ABOUT YOU?

The information collected when you join as a member of the fitness suite or book an activity is required to ensure you get the most benefit from our services. The data will be used to set up, verify and manage your membership/activity, and to create tailor-made programmes for you if you require them. It is also used to verify what activities you have undertaken.

We collect data on the facilities you have used to keep you updated by text, email and/or phone on relevant matters such as class cancellations, membership terms or bookings changes, booking confirmations, and important updates regarding the centre and changes to your membership.

We may also contact you via email, telephone, text and/or post about our availability and any other services we think may be of interest to you. You will have the option to opt-in to these when you initially provide data to us or when we collect data from you, and can opt out or update your preferences at any time by contacting [nobelvenues@nobel.herts.sch.uk](mailto:nobelvenues@nobel.herts.sch.uk)

If you have used our facilities, we will keep your data for a period of 13 months after your last activity or your membership/booking has ended. After this, your data will be archived for seven years and then securely disposed of.

You can update your preferences or request for your data to be removed at any time by contacting the Lettings Co-ordinator at [nobelvenues@nobel.herts.sch.uk](mailto:nobelvenues@nobel.herts.sch.uk)

## WHO HAS ACCESS TO YOUR INFORMATION?

We will never share your personal data with anyone outside of our organisation.

Your data is only viewable by the Nobel School authorised staff and will not be passed on to any further third parties except where legally necessary.

## MARKETING

We will not send any marketing material on behalf of third parties and we do not share your information with 3<sup>rd</sup> parties.

## ACCESS TO YOUR INFORMATION AND CORRECTION

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email [dpo@nobel.herts.sch.uk](mailto:dpo@nobel.herts.sch.uk)

Please be aware we do require an identification process before sending out any information. We will supply the data within one month.

We want to make sure that your personal information is accurate and up to date. You may also get in contact to ask us to correct or remove information you think is inaccurate, or to update your communication preferences. You may do this by contacting [dpo@nobel.herts.sch.uk](mailto:dpo@nobel.herts.sch.uk)

You have the right to complain to the Information Commissioner's Office (ICO) if you believe there is a problem with the way we are handling your information.

## **CHANGES TO OUR PRIVACY POLICY**

We keep our privacy policy under regular review and we will place any updates on this page. This privacy policy was last updated on 10 May 2018, in-line with GDPR.

## **SECURITY PRECAUTIONS**

We are committed to ensuring the protection of your personal information. Your details are kept in a password protected file which is only accessed by authorised personnel. Any paper copies are kept in a lockable cupboard in a room which is locked when empty.

## **HOW TO CONTACT US**

Please contact us if you have any questions about this privacy policy or information we hold about you, please contact the Data Protection Officer at [dpo@nobel.herts.sch.uk](mailto:dpo@nobel.herts.sch.uk)