

Privacy Notice for Sport and Health Development 2019

Data Controller: Erewash Borough Council, Town Hall, Wharncliffe Road, Ilkeston, Derbyshire, DE7 5RP

Data Protection Officer: Rachel Fernandez, Performance and Community Manager, Erewash Borough Council, Town Hall, Wharncliffe Road Ilkeston, Derbyshire, DE7 5RP, email rachel.fernandez@erewash.gov.uk, tele: 0115 9072244

Introduction

The Council is committed to being transparent about how it collects and uses the data it collects and to meeting its data protection obligations.

Erewash Borough Council, through the Sport and Health Development team, coordinate and deliver multiple schemes, initiatives and programmes aimed at improving the borough residents' health and wellbeing through physical activity.

This privacy statement tells you what to expect when Erewash Borough Council collects personal information. It applies to information we collect about:

- Visitors to our website and Erewash Can website
- Visitors and users to our mobile application Erewash Can
- People who use our websites to register for and use our services
- People who contact us with an enquiry or complaint
- People who take part in our events or activity sessions

What information does Sport and Health Development collect?

The Sports and Health Development team collects a range of information about you. This includes

- Name
- Address
- Email address
- Telephone number
- Date of birth
- Medical information
- Images from photographs or CCTV
- Equalities data
- Disability data

We may collect this information in a variety of ways, for example the information you have provided will be used to administer your place at one of our physical activity sessions.

Erewash Borough Council (EBC) may also collect personal data about you from third parties. The Sport and Health Development team collects personal information when you contact us for services we provide. We use this information to provide the services requested. We may need to share your information with other organisations or EBC departments to ensure service delivery. This is made clear in our Privacy Notice. We will not share your information with any other third parties, unless required to do so by law. For more information on how we protect & use your data, visit www.erewash.gov.uk/privacy

Data will be stored in a range of different places:-

- Excel spreadsheets – password protected on network drives
- Erewash Can - Technogym Limited Cloud Solution provided by Amazon Web Servers
- W2 system – for Compliments, Comments and Complaints
- Manual files – alphasised and stored in locked offices/cupboards/filing cabinets

Why does the Sport and Health Development Team process personal data?

Sports and Health Development will always obtain your consent prior to collecting or processing your personal data; this is the lawful basis for processing your data.

The Council needs to process data to take reasonable steps at your request to entering into a contract with you. It may also need to process your data to deliver a service you have requested.

In some cases, the council needs to process data to ensure that it is complying with its legal obligations. Examples of processing personal data could be;

- Joining the Erewash Can application in order to take part in the physical activity campaign Erewash Can
- Signing a consent form in order for yourself/dependent to take part in one of our activities.
- Completing a Health Referral form once you have begun a referral session with one of our team.
- Completing an accident form out that has occurred whilst yourself/dependent has been taken part in one of our activities.

For some of our services we need to collect personal data so that we can get in touch with you or provide the service. We always try to make sure the information we collect is correct and is not an invasion of your privacy.

Where we do not directly provide the service, we may need to pass your personal data onto the people who do. These providers are obliged to keep your details safe and secure and use them only to fulfil your request. If we wish to pass your sensitive personal data onto a third party we will usually only do so once we have obtained your consent, unless we are legally required to do so.

The Data Protection Act 2018 and the EU General Data Protection Regulation ensure that we comply with a series of data protection principles. These principles are there to protect you and make sure that we:

- Process all personal information lawfully, fairly and in a transparent manner
- Collect personal information for a specified, explicit and legitimate purpose
- Ensure that the personal information processed is adequate, relevant and limited to the purpose for which it was collected
- Ensure the personal information is accurate and up to date
- Keep your personal information for no longer than is necessary for the purpose(s) for which it was collected
- Keep your personal information secure using appropriate technical or organisational measures

Who has access to data?

We have a legal requirement to make sure you know what we intend to do with your information and who it will be shared with.

In order to provide you with the service you require, there may be occasions when your information is shared with those who carry out work on our behalf.

Sometimes we may need to ask other agencies or organisations for relevant information about you to fulfil our legal responsibilities or to provide services.

We may pass your information to other agencies or organisations as allowed or required by law, for example to carry out their statutory duties where it is necessary to prevent harm to yourself or other individuals.

We want to be able to provide appropriate, timely and effective service and it is important to us that we co-ordinate what we do for you properly. To do this we share basic information such as name and address between services within the Council. This is so that we can keep our information on you as up to date as possible and so that we can improve our services to you. For example if you tell the Contact Centre that you have moved they will pass this information onto other parts of the Council like Sport and Health Development if necessary.

Even though our systems are joined-up, we ensure that staff within Sport and Health Development team can only access the information that they need to do their job. In addition we have a duty to protect the public funds we administer and so may use the information we hold to prevent and detect fraud and any other legally required purposes.

We will also need to supply your information to organisations we have contracted to provide a service to you.

We will only ever share your information if we are satisfied that our partners or suppliers have sufficient measures in place to protect your information in the same way that we do. As such, there are sufficient data agreements in place with these contractors in order to safeguard your data.

We do have specific information sharing agreements in place with some of our partners and sometimes the law requires that we may have to pass your details on to a third party, for example to prevent a crime.

How does the council protect data?

The council takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does the council keep data?

Retention Periods

Function	Service Item	Retention Period - Years
Sport & Health Development	Sports application and consent forms	2 years from initial completion
Sport & Health Development	Accident Reporting – all records relating to reporting of accident where person is over 18	3 years and 4 months after the date of the accident
Sport & Health Development	Accident Reporting – all records relating to reporting of accident where person is under 18	21 years and 4 months after date of birth of minor
Sport & Health Development	Accident Reporting – all records relating to reporting of accident which fall under the Reporting of Injuries, Diseases and Dangerous	3 years after the date the report was made

	Occurrences Regulations 1985	
Sport & Health Development	Verbal/ Physical abuse reporting forms	6 years after the date the report was made
Sport & Health Development	Health Referral forms	2 years from initial referral
Sport & Health Development	Erewash Can application hosted by Technogym's Mywellness	Please see separate Privacy Notice (link for this application)

Your rights

As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request
- Require the council to change incorrect or incomplete data
- Require the council to delete or stop processing your data, for example where the data is no longer necessary for the purpose of processing; and
- Object to the processing of your data where the council is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the Council's nominated Data Protection Officer, Rachel Fernandez, Performance and Community Manager. Erewash Borough Council, Town Hall, Wharnccliffe Road Ilkeston, Derbyshire, DE7 5RP, email rachel.fernandez@erewash.gov.uk, tel: 0115 9072244

If you believe that the council has not complied with your data protection rights, you can complain to the information Commissioner.

What if you do not provide personal data?

You are under non statutory or contractual obligation to provide the data to the council's Sport and Health Development team. However, if you do not provide the information, the council may not be able to deliver services you have requested properly or at all.

Automated decision-making

Sport and Health Development is not based on automated decision-making.