**Directorate:** Enterprise

**Service Area:** Tourism, Leisure, Culture & Youth Services

**Contact Details:** [**dataprotection@monmouthshire.gov.uk**](mailto:dataprotection@monmouthshire.gov.uk)

**Privacy Notice Name:** Leisure Centre Activities including Learn to Swim Form.

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| **How we will use your information** |
| **Your Obligations**  **You have an obligation to provide the information requested**  There is a contractual obligation/requirement for you to provide the information requested as detailed below:  You are entering into Terms and Conditions set by Monmouthshire County Council in line with the activity or programme. Information that you provide by completing the enrolment form. Without the relevant information we will be unable to provide this service/public task and you will not be able to enrol onto the activity or programme. |
| **Purpose and legal basis for using your information**  **Purpose of the processing, legal basis for the processing and retention periods**  We use information held about you in the following ways:  To carry out our obligations arising from any contracts entered into including financial information, relating to the enrolment of the activity or programme.  To notify you about any changes to our service, including the activity or programme.  To have the ability to capture information on individual capabilities within the programme to progress through the stages.  To inform us of any medical or emergency contact information, including next of kin, should we require this information in circumstance where we have to make immediate decisions. |
| **Who will have access to your information?**  The Data Controller for your information is Monmouthshire County Council.  Email: [dataprotection@monmouthshire.gov.uk](mailto:dataprotection@monmouthshire.gov.uk). Other Data Controllers may also be responsible for your information, depending on the specific circumstances. Please contact the Service Area for further information.  We share information with our internal Creditors Department to assess your rights  to any discounted membership options based on the benefits you are in receipt of and internal audit for accuracy of processing.  **Requests for information**  All recorded information held by Monmouthshire Council may be subject to requests under the Freedom of Information Act 2000 and General Data Protection Regulation including any other Data Protection law.  If the information you provide is subject to such a request, where possible Monmouthshire County Council will consult with you on its release. If you object to the release of your information we will withhold your information if the relevant legislation allows. |
| **How long will we retain your information?**  Monmouthshire County Council will retain this information for the duration you are enrolled onto the activity or programme, and where there is a financial transaction, in line with our legal obligation to retain this information. |
| **Is automated decision making/profiling used?**  We will use your information occasionally to capture and analyse usage of facilities.  Generally, there are no decisions made in Monmouthshire County Council that solely rely upon automated decision making or “profiling” alone. For further information contact [dataprotection@monmouthshire.gov.uk](mailto:dataprotection@monmouthshire.gov.uk) |
| **Marketing**  We will not use your information for marketing purposes. You will/ have been provided with details of the marketing that Monmouthshire County Council would like to carry out, together with any options such as how you would like to be contacted. |
| **Your Rights**  **Your rights under the General Data Protection Regulation are:**  The right to be informed  The right of access  The right to rectification  The right to data portability  Rights in relation to automated decision making and profiling.  The right to compensation if Monmouthshire County Council fail to comply with certain requirements of General Data Protection Regulation in respect of your information.  For further information please refer to [www.ico.org.uk](http://www.ico.org.uk) |
| **Complaints Procedure**  If you object to the way that Monmouthshire County Council is handling your data, you have the right to complain. Please contact the Service Area detailed at the top of this document outlining your issues. Please follow this link for further information on the complaints process.  If you remain unhappy you also have a right to complain to the Information Commissioner's  Office [www.ico.org.uk](http://www.ico.org.uk) |

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|  | **Privacy Notice No:**  **Date Created:**  **Date Published:**  **Version Number:** | TLCYSL004  27/04/2018  25/05/2018  1 |

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| **Data Privacy Summary Notice** |

**How we will use your information**

Processing of your personal data by Monmouthshire County Council (MCC) is necessary to process all enrolments in activities and programmes successfully allowing an efficient service, and provide the necessary discounts and benefits to ensure entry to some controlled areas of the site. Without this information, Monleisure within MCC will not be able to fulfil (TASK / Service) as required to do so.

Your details will be legitimately shared with internal departments only for the reasons mentioned above in a safe and secure manner. From time to time it may also be necessary that we share your personal details with external organisations or companies to assist with the distribution of marketing materials but only if we have your explicit consent to do this. Your personal details will not be shared further, unless in relation to safeguarding or other legal obligations.

Your records will be safely stored and retained in line with our retention policy, unless we need to retain under another lawful basis.

You have a number of rights in relation to the information including the right of access to information we hold about you and the right to complain if you are unhappy with the way your information is being processed. For further information on how we process your information and your rights please click the following link

Should you need to make a complaint about the way your data has been processed, please contact [dataprotection@monmouthshire.go.uk](mailto:dataprotection@monmouthshire.go.uk) or if you are not fully satisfied you may contact the Information Commissioner’s Office online at [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns) or via their helpline: 0303 123 1113