

# Leisure Development

## Privacy Notice (How we use your information)

### The categories of information that we collect, process, hold and share include:

- personal information (such as name, address, email address and telephone numbers)
- family details (such as names and ages of children)
- benefit related information (such as Council Tax Reduction number, Tax credit details, disability living allowance details)
- general disability / allergens/ conditions/ access issues (where you/your child wish to take part in organised activities)
- details of any accident/ incident occurring during one of our activities.
- details of you/your child's school or youth groups if relevant.
- your licence number with your sport's governing body
- permission to use your image in promotional material

### Why we collect and use this information

We use your data to:

- enable us to assess your application for Events on Public Open Space or the Leisure Pass discount scheme.
- assess your suitability for any youth activities which you are interested in.
- keep you informed about youth activities /Youth Forum.
- derive statistics which inform decisions such as which activities to provide.
- assess your application as a "National Sports Person" to provide free access to facilities via the FANS scheme.

### The lawful basis on which we use this information

We will use your information if we have your explicit consent do so, if it is necessary to comply with a legal obligation and/or it is necessary to do so in order to carry out a task in the public interest. In order to use this information we have to comply with the processing requirements set out in the Data Protection Act 2018.

### Collecting this information

In order to comply with the data protection legislation, we will inform you whether you are required to provide certain information or if you have a choice in this.

Sometimes we will collect and use this information in order to carry out one of our statutory functions e.g. we might need this information in order to carry out one of our duties under health and safety legislation

On other occasions we may need to ask you for your express consent to collect and use this information.

## Storing this information

Generally speaking we will hold your information for three years. However, if a person under eighteen years of age is involved in an accident then we will hold their information until they are twenty one.

## Who we share this information with

We routinely share, relevant, information with:

- Tonbridge & Malling Leisure Trust
- Emergency services and other relevant bodies
- Health and Safety Officers

## Why we share this information

We share relevant data with:

- Tonbridge & Malling Leisure Trust to ensure reduced rate access to their services.
- Emergency services and other relevant bodies to enable an assessment of suitability for any event or activity.
- Health and Safety Officers to ensure people's health and safety whilst using our leisure facilities

## Requesting access to your personal data

Under data protection legislation, you have the right to request access to information that we hold about you. To make a request for your personal information please contact Adrian Stanfield, the Council's Data Protection Officer at [foi@tmbc.gov.uk](mailto:foi@tmbc.gov.uk).

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## Further information

If you would like further information about this privacy notice, please contact Adrian Stanfield, the Council's Data Protection Officer at [foi@tmbc.gov.uk](mailto:foi@tmbc.gov.uk).

The Council collects and uses personal information for a number of purposes across all of its departments and functions. To find out more about how the Council uses the personal information it collects, please refer to the Corporate Privacy Notice [www.tmbc.gov.uk/privacy-notice](http://www.tmbc.gov.uk/privacy-notice)

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