

North East Surrey College of Technology Privacy Notice – Sports Centre Clients

Notice about how we use your personal information

We are the data controller of personal information about you. We are: North East Surrey College of Technology (Nescot). Our address is: Reigate Road, Ewell, Surrey, KT17 3DS.

Our Data Protection Officer is Susanne Wicks. If you have any questions about this policy or the ways in which we use your personal information, please contact our Data Protection Officer at dataprotection@nescot.ac.uk, 0208 394 3004.

This privacy notice has been prepared in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).

You have certain rights, including how to get a copy of your data, how to get it corrected or deleted, and how to complain. **These rights are set out in more detail below.**

The information we collect about you and why we collect it

The categories of information that we collect about when you sign up to become a member or book our facilities may include:

- Personal details (such as name, date of birth, gender, address details, contact number, E-mail, employer name, and emergency contact)
- Financial details for collection of direct debit memberships only
- Condition of health – To allow for first aid provision in an emergency
- Consent to be contacted about our services.

We use this information to assess gym readiness, to manage your membership or booking and to inform you of any changes to the services you have subscribed to.

The legal basis on which we collect and use your personal information

We process this information on the basis of our legitimate interest to provide you with the services that you have subscribed for.

How long we keep your personal information

We will keep your personal for the term of your membership, unless you have given consent for us to contact you regarding our services.

How we share your personal information

We do not share your personal information with any organisations outside the college, unless in the case of a serious accident, where we have a legal obligation to report the accident to the Health & Safety Executive (HSE).

How we transfer your personal information outside Europe

We do not store or transfer your personal data outside Europe.

Automated decisions we make about you

We do not make automated decisions using this information.

Data Security

- Personal information in the form of paper records are kept in a locked filing cabinet, drawer or other secured area.
- Personal information in the form of electronic records are kept on firewall protected servers and accessed through password protected systems.

Your rights over your personal information

You have a number of rights over your personal information, which are:

- the right to make a complaint to the Information Commissioner's Office (ICO) if you are unhappy about the way your personal data is being used – please refer to the ICO's website for further information about this (<https://ico.org.uk/>);
- the right to ask us what personal information about you we are holding and to have access to a copy of your personal information. Our data subject access request form is available [online](#).
- the right to ask us to correct any errors in your personal information. Our Change of Details form is available [online](#).
- the right, in certain circumstances such as where our use of your personal information is based on your consent and we have no other legal basis to use your personal information, to ask us to delete your personal information;
- the right, in certain circumstances such as where we no longer need your personal information, to request that we restrict the use that we are making of your personal information;
- the right, in certain circumstances, to ask us to review and explain our legitimate interests to you; and
- the right, where our use of your personal information is carried out for the purposes of an agreement with us and is carried out by automated means, to ask us to provide you with a copy of your personal information in a structured, commonly-used, machine-readable format.

Changes to our Privacy Policy

We keep our privacy policy under regular review and will update it from time to time to make sure it remains up-to-date and accurate.