



## PRIVACY NOTICE – ST ALBANS SCHOOL SPORTS CENTRE MEMBERS

### ST ALBANS SCHOOL SPORTS CENTRE

St Albans School  
Abbey Gateway  
St Albans  
Herts  
AL3 4HB

Telephone (Sports Centre Reception): 01727 515065

Charity No. 1092932

Registered in England No. 4400125

Data Controller: St Albans School

Data Protection Officer: the School has appointed Marc Davies of Cybercrowd to act as Data Protection Officer. His contact details are: [dpo@cybercrowd.co.uk](mailto:dpo@cybercrowd.co.uk) / 0203 858 7372.

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St Albans School is committed to protecting your privacy and security. This Notice is intended to provide information about how the Sports Centre will use (or ‘process’) the data of its members. Some members may also be staff, current pupils or alumni of St Albans School, or parents of current pupils or alumni, in which case other Privacy Notices will also apply; these are available on the School website.

As part of its operations, the School collects and processes data and thus is a data controller for the purposes of legislation relevant to the General Data Protection Regulation (GDPR).

The School will **never** sell your data. We will **never** share your data with anyone unless required to by law, or if doing so is under the lawful basis of vital interests (e.g. in the event of a medical emergency).

This information is provided in accordance with your rights under Data Protection Law to understand how we use your data. Members of St Albans School Sports Centre are encouraged to read this Privacy Notice and understand the School’s obligations to its community.

### YOUR RIGHTS

Under data protection legislation, you have the right to:

- Be informed about the collection and use of your personal data
- Rectify incorrect or incomplete personal information we hold on you
- Erasure, or be forgotten, by asking us to remove your personal data
- Make a Subject Access Request (SAR) for the personal data we hold on you

- Object to certain purposes and bases for processing your personal data
- Request us to restrict our processing of your personal data

Note that we may not always be able to comply with your request (e.g. if we are legally required to store the data we would not be able to comply with a request for erasure), but we will always reply to your request. To exercise any of these rights, please contact [dataprotection@st-albans.herts.sch.uk](mailto:dataprotection@st-albans.herts.sch.uk).

**For further information on your rights, please refer to guidance from the Information Commissioner's Office.**

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/>.

## WHY AND HOW WE PROCESS DATA

The Sports Centre processes data on its members for the following purposes:

- Membership administration (including processing membership payment). Under GDPR, the lawful basis for this processing is Article 6(1)(b) i.e. it is necessary for the performance of a contract.
- To provide prompt and appropriate medical care. Under GDPR, the lawful basis for this processing is Article 6(1)(d) – vital interests and special category processing under GDPR Article 9(2)(a) explicit consent.
- To maintain records as required by law. Under GDPR, the lawful basis for this processing is Article 6(1)(c) – legal obligation. For security purposes, including CCTV in accordance with the School's CCTV Policy. The lawful basis for this processing is GDPR Article 6(1)(c) – legal obligation.

## WHAT INFORMATION WE HOLD

We hold the following information on Sports Centre members:

- Contact information (name, address, telephone number, e-mail address)
- An identifying photograph of you (which is printed on your membership card)
- Records of postal, telephone or email communications sent to and received from you
- Records of your membership payments
- Medical information as supplied in the pre-exercise questionnaire
- CCTV images and recordings from public areas of the School site. For further information on this, please see the CCTV Policy available on the School's website.

## DATA RETENTION

Personal data on Sports Centre members is held for the duration of the membership and up to one year thereafter. Data may be held for longer where legally required (e.g. accountancy records and accident report forms).

**September 2018**

*This Privacy Notice is publicly available on the School's website*

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