



## 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 GDS Analytics Limited to act as Data Protection Officer, [dpo@gdsanalytics.co.uk](mailto:dpo@gdsanalytics.co.uk) / 03331 216 772.

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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 workers, 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 Data Protection Act 2018, UK General Data Protection Regulation and other relevant Data Protection Legislation.

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).

We have appropriate security measures in place to maintain the security of personal data. We limit access to personal data to those who have a genuine business need to know it. Those processing personal information will do so only in an authorised manner and are subject to a duty of confidentiality.

This information is provided in accordance with your rights under Data Protection legislation 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
- Withdraw your consent, or change or restrict your processing and communication preferences at any time by using the contact details above
- Object to certain purposes and bases for processing 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. There are exemptions, set out in data protection legislation, from some of the rights [and obligations](#) in some circumstances. 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) and informing you of Member timetables. The lawful basis for this processing is it is necessary for the performance of a contract.
- To advise members of upcoming events, promotions and classes. The lawful basis for this processing is legitimate interest.
- To ensure your safe use of the facilities, including general access and egress and during an evacuation. The lawful basis for this processing is legal obligation and special category processing explicit consent.
- To maintain records as required by law. The lawful basis for this processing is legal obligation including CCTV and ANPR for security purposes in accordance with the School’s CCTV Policy available on the School’s website.

## **WHAT INFORMATION WE PROCESS**

We process the following information on Sports Centre members:

- Contact information (name, address, telephone number, home address, e-mail address);
- Date of birth;
- Emergency contact information (name, 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;
- Health or accessibility information (if this would impact safe use or evacuation of site);

- CCTV images and recordings from public areas of the School site, including ANPR at School entrances. 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) or in line with specific retention policies, e.g. accident forms.

The School will transfer personal data to the St Albans School Archive and Museum for processing for archiving purposes in the public interest, as per the St Albans School Archival and Museum Policy. A copy of this Policy can be requested from [development@st-albans.herts.sch.uk](mailto:development@st-albans.herts.sch.uk).

**May 2022**

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

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