



## **Privacy Notice - Sports Centre(How we use Member information)**

This document is a guide to how The Wellington Academy Sports Centre records, safeguards and uses information that we hold on customers when they join our fitness suite or any of our short courses. The Sports Centre is committed to the protection of our valued members and local community user's privacy through compliance of the Data Protection Act and current best practice.

### **Legal basis for processing your information**

- When you sign up for membership or a short course, the information we take from you and subsequently process will be done on the basis of the Sports Centre's **legitimate interest** in processing that data because of the relationship established (General Data Protection Regulation Art. 6(1)(f)). We will ask your **consent** to process any sensitive information, such as medical conditions (see above), and process this information on the basis of that consent(General Data Protection Regulation Art. 6(1)(A)).
- Remember, you can email us on [fitness@thewellingtonacademy.org.uk](mailto:fitness@thewellingtonacademy.org.uk) to change your information or request for removal of certain information from our systems or to ask questions about the way in which we process your information

### **How we collect information**

- In order to join our membership scheme, use the gym or take part in any organised activity, we request that you provide us with basic information that will help us identify you and allow us to help you get the best service from the Sports Centre.
- We collect this information either in person from you, when you come to complete your application form or PAR-Q before your gym induction.

### **The information we collect**

- We need to be able to identify our members and anyone who signs up for a short course, or wishes to use the gym
- This is basic information such as your full name, address and contact details
- It might also include more sensitive data such as any medical issues that might affect your workout or your bank details if you are setting up a direct debit with us.
- Sometimes we need information about your child as well as yourself – usually name and date of birth, so that we can look at our children's class set up in our holiday camps.
- We have a general "PAR-Q" information sheets which stands for "Physical Activity Readiness Questionnaire" which gives us an indication of your current fitness levels and any medical or physical attributes that might require us to modify your exercise when you are here at the Sports Centre.
- Although we do ask for gender, this information is not used for reporting purposes.

### **How we use the information**

- We use your personal information to create a member profile that is unique to you.

- We use your details to record if you have done a gym induction, or attend our children’s sports camps.
- We use your email to circulate information regarding classes and opening times changes here at the Sports Centre
- If you have requested a monthly payment, then as an external member, we will use the Banking information that you gave us to set up a 12 month Direct Debit

### **Your choices**

- You are able to request how we contact you, and ask to be removed from mailing lists
- By law, you are now able to ask for all personal data regarding you to be removed from our membership and fitness suite systems. However, please be aware that this will invalidate your membership and you may have to complete a Gym Induction the next time you wish to use the Sports Centre.
- You are able to amend your membership end date by Informing us in person – but you will have to cancel your direct debit with the bank

### **Request for removal**

- Your membership information is updated at the end of your term unless you request to terminate early or set up another 12 month membership.
- We can remove all your records from the gym system, but you will then need to complete an induction if you wish to use the gym at a later date.

### **How we protect your personal information**

- Our membership information is held on a spreadsheet centrally on our computer system. This information is protected and we do not share it externally
- We keep paper PAQs in a locked cabinet in a locked room for security
- We use credible payment methods for your credit card transactions at the till
- We have a resilient Direct Debit system that utilises the Academy’s financial systems and we work closely with the Finance Department offices to ensure that all data in relation to your bank details follows correct protocols.
- We do not share your information to external parties
- We only use your information for membership purposes or when you sign up for a course or a gym induction.
- We do not sell or distribute our mailing lists

### **Your consent**

- When you sign up for membership or a short course, we ask you to provide information to enable us to process your application
- Full terms and conditions of these can be had in hard copy or seen online on our web pages
- You can email us on [fitness@thewellingtonacademy.org.uk](mailto:fitness@thewellingtonacademy.org.uk) to change your information or request for removal from our systems

### **Right of access**

- You have the right to request permission to see what data we hold on your account and how we use this information to process your application

### **Links**

- Our website only holds information regarding activities and facilities at the Sports Centre and does not have any direct external links.

### **Social Media Platforms**

- We frequently use Social Media Platforms to promote what is going on at the Sports Centre. We use photographs of our members in classes and other venues only with permission of that person.
- We sometimes have a professional photographer to come and take shots – permission will be asked for before the photoshoot and pre-warning will be given on Social Media sites
- Sometimes our teachers will ask to take a shot during or after the class.
- No photographs or videos are taken without informing the members first
- Any photographs used on our sites can be removed if the person wishes
- We have clear signage in the Sports Centre to prohibit photographs being taken by other users
- We have a general Facebook pages which provides information. External users are not able to post onto the main page, but can ask questions via messenger  
<https://www.facebook.com/WellingtonAcademySportAndFitnessCentre>
- We have a Wellington Academy Sport and Fitness Centre Facebook page, which is a closed group for our members and class tutors to share information and ask questions  
<https://www.facebook.com/groups/837465226315193/?ref=bookmarks>
- We have a Twitter page for information only - @WellyCommunity
- <https://twitter.com/WellyCommunity>