

## Privacy Notice

McLaren Community Leisure Centre gather and process your personal information in accordance with this privacy notice and in compliance with the relevant data protection Regulation and laws. This notice provides you with the necessary information regarding your rights and our obligations, and explains how, why and when we process your personal data.

McLaren Community Leisure Centre's registered office is at Mollands Road, Callander, FK17 8JP and we are a company registered in UK under company number SC171840. We are registered on the Information Commissioner's Office Register registration number Z5403393, and act as a data processor. Our designated Appointed Person for the organisation is the Manager, who can be contacted at above address or Tel: 01877 330000.

### **Information That We Collect**

McLaren Community Leisure Centre processes your personal information to meet our legal, statutory and contractual obligations and to provide you with our products and services. We will never collect any unnecessary personal data from you and do not process your information in any way, other than as specified in this notice.

*The personal data that we collect is: -*

- Name (Staff/ Customer)
- Date of Birth/age (Staff/ Customer)
- Home Address (Staff/ Customer)
- Email (Staff/ Customer)
- Bank details for payment and lifting payments (Staff/ Customer)
- Photo ID (membership/staff Board)
- Home Telephone Number (Staff/ Customer)
- Mobile Telephone Number (Staff/ Customer)
- National Insurance Number (Staff)
- Passport Number (Staff)
- Marital status (Staff)
- Employer PAYE ref (Staff)
- Pension number (Staff)
- PVG/Disclosure Number (Staff)
- Membership number (Customer)
- Emergency contact (Staff)
- Special Category Data - health/medical information (Staff/Customer)

***We collect information in the below ways: -***

online form, employment CVs, enrolment forms, permission slips, membership details, booking forms, employment information for contracts.

**How We Use Your Personal Data (Legal Basis for Processing)**

McLaren Community Leisure Centre takes your privacy very seriously and will never disclose, share or sell your data without your consent; unless required to do so by law. We only retain your data for as long as is necessary and for the purposes specified in this notice. Where you have consented to us providing you with promotional offers and marketing, you are free to withdraw this consent at any time. *The purposes and reasons for processing your personal data are detailed below: -*

***Contractual:*** We collect your personal data in the performance of a contract or to provide a service and to ensure that orders are completed and can be sent out to your preferred address

***Lawful business requirements:*** We collect and store your personal data as part of our legal obligation for business accounting and tax purposes

***Newsletters and promotions:*** We will occasionally send you marketing information where we have assessed that it is beneficial to you as a customer and in our interests. Such information will be non-intrusive and is processed on the grounds of legitimate interests

**Your Rights**

You have the right to access any personal information that McLaren Community Leisure Centre processes about you and to request information about: -

- What personal data we hold about you
- The purposes of the processing
- The categories of personal data concerned
- The recipients to whom the personal data has/will be disclosed
- How long we intend to store your personal data for
- If we did not collect the data directly from you, information about the source

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to update/correct it as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing (*where applicable*) in accordance with data protection laws, as well as to object to any direct marketing from us, to exercise your data portability rights and to be informed about any automated decision-making we may use.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the request; this is to ensure that your data is protected and kept secure.

**Sharing and Disclosing Your Personal Information**

We do not share or disclose any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement. McLaren Community Leisure Centre uses third-parties to provide the below services and business functions; however, all processors acting on our behalf only process your data in accordance with instructions from us and

comply fully with this privacy notice, the data protection laws and any other appropriate confidentiality and security measures.

**RA Clements – Accountancy and audit**  
**Disclosure Scotland – Employee disclosure checks**  
**HMRC – PAYE**  
**Peoples Pension – Employees’ Pension**  
**Bank of Scotland – Banking**  
**FDMS – Credit card payments**

### **Safeguarding Measures**

McLaren Community Leisure Centre takes your privacy seriously and takes every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction and have security measures in place, including: Password protection, practices (only recording and printing required information), restriction, IT (We use a multi-tiered approach which includes passwords at user, management, device, system and network levels to ensure a thorough and encompassing approach).

### **Consequences of Not Providing Your Data**

You are not obligated to provide your personal information to McLaren Community Leisure Centre, however as this information is required **for us to provide you with our services and legitimate interests**, we will not be able to offer some/all of our services without it.

### **Legitimate Interests**

As noted in the ‘*How We Use Your Personal Data*’ section of this notice, we occasionally process your personal information under the legitimate interests legal basis. Where this is the case, we have carried out a thorough Legitimate Interests’ Assessment (LIA) to ensure that we have weighed your interests and any risk posed to you against our own and that such interests are proportionate and appropriate.

We use the legitimate interests legal basis for processing for contractual reasons; processing is based on legitimate interests and we have identified that our interests are contract fulfillment.

### **How Long We Keep Your Data**

McLaren Community Leisure Centre only ever retains personal information for as long as is necessary and we have strict review and retention policies in place to meet these obligations.

We are required under UK tax law to keep employee basic personal data (*name, address, contact details*) for a minimum of 6 years after which time it will be destroyed.

Employee records including that relating to wages will be retained for three years after audit, on completion of employment term.

Membership information will be retained for 1 year on cancellation of membership.

Booking information will be retained for 6 months following the last date to which the booking relates.

Enrolment forms will be retained for 6 months following the last participation date.

Where you have consented to us using your details for direct marketing, we will keep such data until you notify us otherwise and/or withdraw your consent.

## **Cookie Notice**

A '**cookie**' is a small piece of data sent from a website and stored on the user's computer by the user's web browser. When you visit a site that uses cookies for the first time, a cookie is downloaded onto your computer/mobile device so that the next time you visit that site, your device will remember useful information such as items added in the shopping cart, visited pages or logging in options.

Cookies are widely used in order to make websites work, or to work more efficiently, and our site relies on cookies to optimise your user experience and for features, products and services to function properly.

Most web browsers allow some control to restrict or block cookies through the browser settings, however if you disable cookies you may find this affects your ability to use certain parts of our website or services. For more information about cookies visit <https://www.aboutcookies.org>.

## **Lodging a Complaint**

McLaren Community Leisure Centre only processes your personal information in compliance with this privacy notice and in accordance with the relevant data protection laws.

Trish Thompson  
McLaren Community Leisure Centre

Mollands Road  
Callander  
Tel: 01877 330000

Information Governance Department  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

or email [accessicoinformation@ico.org.uk](mailto:accessicoinformation@ico.org.uk)