

# Audlem Community Gym

## Privacy Statement

### **Data Protection law change**

This privacy statement is in line with the new General Data Protection Regulation (GDPR) that comes into effect on 25 May 2018. For the purposes of GDPR and the Data Protection Act 1988 the Data Controller in relation to the information you supply is Audlem Community Gym. Address: Audlem Public Hall Annexe, 12, Cheshire Street, Audlem, Cheshire CW3 0AH

### **Why do we have a privacy statement?**

We want you to feel comfortable with the privacy of your personal information you supply to Audlem Community Gym. This privacy statement is provided to inform you on how we use and protect the information that you provide to us. As a data controller of your personal information, we are committed to protecting and respecting your personal information.

### **What is covered in this privacy statement?**

This privacy statement covers the collection and use of personal information and lets you know what happens to any personal information that you give to us, or any that we may collect from or about you. It applies to all instances where we collect and hold your personal information.

### **Updates to our privacy statement**

We may amend this privacy statement from time to time to reflect changes in the law or our privacy practices. If we make any substantial changes in the way we use your personal information we will notify you by posting a prominent announcement on our website and, where appropriate, by individual communication to you.

### **What personal information is collected?**

In order to provide services to members, we record your e-mail address and/or your telephone number, and for younger members your date of birth. This information is stored on a password protected "cloud", administered by ThenMedia Ltd, based in Audlem, Cheshire. Access is limited to Community Gym officials and is used only to provide information about the Gym and to collect subscriptions.

You will also be given, as a member of Audlem Community Gym, a FOB to give access to Audlem Public Hall Annexe, where the gym is located. The information associated with the Access system (which is just your name and a user number) is subject to a separate GDPR statement, but the user number will also be part of the data stored in the Audlem Community Gym system. When you resign your Gym Membership and return your access FOB we will remove any personal details from our records at the end of the current calendar year.

Under the terms of GDPR, we collect and process your personal information on the basis of "legitimate interests", that is, in order for Audlem Community Gym to provide its services to its members.

### **How is the personal information used?**

Your personal information is used solely to administer our services.

### **How is the information shared or disclosed?**

We will not sell, rent or disclose your personal information to any third party. When we are obliged to report on the services we provide, for example by the Big Lottery Fund, this is done in such a way that no individual can be identified and no personal information is disclosed.

#### **How is the information kept safe?**

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine need to know it, in order to provide our services. Those handling or processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

#### **How long do we keep your personal information?**

We will keep your personal information for as long as you are a member of Audlem Community Gym. When your membership is terminated, your details will be removed from our system at the end of the current calendar year.

#### **How to get a copy of your personal information**

You have the right to receive a copy of the personal information we hold about you at any time. Please contact us in writing at Audlem Community Gym, 12, Cheshire Street, Audlem, Crewe, CW3 0AH.

#### **How to let us know if your personal information is incorrect**

You have the right to question any information we have about you that you think is wrong, out of date, or incomplete. Please contact us if you want to do this and we will take reasonable steps to check its accuracy and correct it.

#### **How to object to the use of your personal information**

You have the right to object to our use of your personal information, or to ask us to delete, remove, or stop using your personal information if there is no need for us to keep it. This is known as the 'right to object' and 'right to erasure', or the 'right to be forgotten'.

If you ask us to stop using your personal information Audlem Community Gym will not be able to provide services to you.

Please let us know if you are unhappy with how we use or have used your personal information. You also have the right to complain to the Information Commissioner's Office. You can find out on their website how to report a concern.

May 2018