

DATA PROTECTION PRIVACY NOTICE

EKC CANTERBURY SPORTS CENTRE

This Privacy Notice explains what personal data the EKC Group collects and uses for the purposes of **maintaining your membership of our Sports Centre**. We will only use your data for these purposes, and we undertake to always keep your personal data confidential.

The Data Controller's registered address is:	EKC Group Ramsgate Road, Broadstairs, Kent, CT10 1PN
The Data Protection Officer's contact details are:	DPO@eastkent.ac.uk 01843 605024

What data we collect about you:

- Name
- Contact details (address, email, telephone number)
- Date of Birth
- Gender
- Medical details (where relevant)
- Disabilities (where relevant)
- Bank details
- Emergency contact details
- Attendance / usage data

Where we get this data from:

- You – details are provided upon sign up and induction

We will use your data to:

- Administer your gym membership
- Ensure that you're medically fit to participate in activities
- Make reasonable adjustments as necessary
- Take payments for your membership
- Contact you about news and latest offers (where we have your consent)

Who may have access to your data:

- You
- Gym staff
- "Club Manager" (our third-party software provider). Their Privacy Policy can be found [here](#).

EKC Group do not store or transfer your personal data outside Europe. On the few occasions where this may happen you will be informed and advised of the appropriate safeguards that are in place. Please refer to the third-party provider details above for further information.

We can legally use your data because:

- Contractual obligation - to maintain active membership, we are required to collect and use your data
- Legal obligation – we are obliged to ensure we meet with equality and health & safety legislation
- Legitimate interests - we are obligated to ensure that you are medically fit to use the equipment within the facility

We will keep your data for:

- We will keep your data for the duration of your membership plus six financial years. The Group will retain personal data for no longer than is necessary to fulfil contractual and regulatory obligations in line with our [Retention Schedule](#).
- We will destroy your data via a confidential waste service at the end of the retention period.

You have the right:

- To be informed – about the personal data we process about you.
- Of access – have copies to your data, within one calendar month of your written or verbal request.
- To rectification – have your data amended if the details are incorrect/incomplete.
- To erasure – have your data deleted, in certain circumstances. **
- To restrict processing – ask us to restrict the processing of your data, in certain circumstances. **
- To object to processing – if we process your data because it forms part of our public tasks or is in our legitimate interests. **

** If you withdraw your consent or ask us to limit the processing of your data, please be aware that we will not be able to fulfil our contractual agreement with you.

How to complain if you are not satisfied with the way we have managed your data:

Firstly, if you have any concerns about our use of your personal data, you can make a complaint to us in writing in line with our [Complaints Policy](#).

If you are still unhappy with how we have used your data after raising a complaint with us, you can complain to The Information Commissioner:

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF | 0303 123 1113 | www.ico.org.uk