

East Lothian Council

Active Business Unit - Privacy Statement

Section 1: Our contact details

Your personal information is being collected by:
East Lothian Council
Active Business Unit (Sports, Countryside & Leisure)
John Muir House
Haddington
EH41 3HA
Telephone: 01620 827827
Email: activeeastlothian@eastlothian.gov.uk

Data Controller:
East Lothian Council
John Muir House
Haddington
EH41 3HA

Data Protection Officer:
East Lothian Council
John Muir House
Haddington
EH41 3HA
Telephone: 01620 827827
Email: dpo@eastlothian.gov.uk

Section 2: Why we need your personal information

We use the information as part of our public task as a local authority, to allow us to carry out our duties including:

- ❖ Manage applications, entries and registers
- ❖ Monitor the provision of the service and equal opportunities
- ❖ Offer and promote programmes, events and competitions
- ❖ Monitoring engagement and participation

East Lothian Council is legally required to protect the public funds it administers. For this reason, your information may also be used to prevent and detect fraud, and we may share your information with other organisations responsible for auditing and administering public funds. For more information, please visit:

http://www.eastlothian.gov.uk/info/704/data_protection_and_freedom_of_information/433/how_we_use_the_information_you_provide

Section 3: Legal Information

In order for us to collect and use your information, we have to have a 'legal basis' for doing so. The legal basis for processing your personal information is:

We are processing your information as part of our public task as a local authority.

The kinds of personal information we are collecting include:

- a. Name
- b. Previous name
- c. Address
- d. Date of birth
- e. Contact Details, including, home telephone, mobile telephone, email address.
- f. Information about other people, such as emergency contact details
- g. Current School & Year Group
- h. Race or Ethnic origin
- i. Medical/health information
- j. Gender identity
- k. Disability
- l. Registration of Free School Meals & Clothing Grants
- m. Registered Looked After and Accommodated
- n. Criminal convictions/offences (Coaches & Volunteers)
- o. Payment details –account number, sort code etc.

The types of information listed in point's h-m above are known as 'special category' personal information. We need an additional 'legal basis' in order to process these kinds of information.

The legal basis for processing your special category information is:

- ❖ You have given us explicit consent to process your information
- ❖ We need to process your information in the interests of public health
- ❖ The Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary.

Section 4: Sharing and transfer

We will be sharing the information in this form with the following:

- ❖ Other services within East Lothian Council
- ❖ NHS
- ❖ Professional Forums
- ❖ Third sector partner organisations
- ❖ Emergency Services

Your personal information will not be transferred outside of the UK.

Section 5: How long will we keep your personal information?

We keep your personal data in line with our data retention policy, called a Retention Schedule. For a downloadable copy of the Council's Retention Schedule, please visit our website at www.eastlothian.gov.uk and search for 'Retention Schedule'.

Section 6: Your rights

1. You have the right to be informed about how your information will be used.
2. You have the right to access your personal information. Normally this is done by placing a 'Subject Access Request' with the Council. For more information on placing Subject Access Requests, please visit https://www.eastlothian.gov.uk/info/210598/access_to_information/12300/access_to_information/1
3. You have the right to ask us to correct inaccurate or incomplete information.
4. In certain circumstances, you have the right to have your personal information erased.
5. In certain circumstances, you have the right to ask us to limit the ways we use or share your information.
6. In certain circumstances, you have the right to ask us to move, copy or transfer your information to another organisation in an electronic format.
7. In certain circumstances, you have the right to object to the ways we process your information.
8. In circumstances where your data is processed automatically, without human intervention, you have the right to certain protections.

You can find more information about data protection and your rights on the Information Commissioner's Office (ICO) website at <http://www.ico.gov.uk>.

Section 7: Complaints

We take your privacy seriously, and would like to know about your concerns so that we can address them as soon as possible. If you wish to make a complaint, we recommend that you contact the Council's Data Protection Officer using the contact details at the start of this Privacy Notice.

If we are unable to resolve the issue to your satisfaction, you have the right to complain to the Information Commissioner's Office (ICO). You can find further information about raising a concern with the ICO on their website: <https://ico.org.uk/concerns/>.

You can contact the ICO by post at:

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

Telephone: 0303 123 1113 / 01625 545 745

Section 8: Consent

We have asked for your consent in order to process your personal information. You have the right to withdraw this consent in whole or in part at any time by contacting the Council Service listed at the start of this Privacy Notice.

When you contact us, we will explain the consequences of withdrawing consent. If you choose to continue, we will stop using your personal information for the purpose(s) stated on this Privacy Notice.

Section 9: Information about other people

If you have provided anyone else's personal details on this form, please make sure that you have told them that you have given their information to East Lothian Council. We will only use this information to:

Make contact if we have been unsuccessful in contacting you directly at essential times. Which includes but not limited to the cancellation of activities, illness, accidents and emergencies.