



## NMDDC Summer Activity Programme

### Privacy Notice

7 June 2024

#### Key Contact Details

**Name:** Colleen Morrison

**Address:** Down Leisure Centre

**Phone Number:** 03301374389

**E-mail:** colleen.morrison@nmandd.org

#### The Type of Personal Information we Collect

We currently collect and process the following information:

- Name, date of birth, address, postcode, medical information/needs relevant to participation in the activities for each individual attending.
- Parent/guardian information – contact details, name and telephone number, email address.
- Payment details (card holder's name, card number, expiry date, 3 digit code).

#### How We Get Your personal information and Why We Collect It

Most of the personal information we process is provided to us directly by you (for example, as part of your online booking or application for place on summer programme) for one of the following reasons:

- Safety and safeguarding of those participating.
- Administration and management of the summer activity programme.
- All information will be collected via the Legend booking system.

We use the information that you give us in order to report on demographics and to ensure safety and safeguarding of those participating in activities. The data will be anonymised.

We share this information with Healthy Kidz coaching staff (NMDDC Summer Activity Delivery Partner) as they will be responsible for the delivery of the summer activity sessions and require knowledge of the needs of those attending. Contact details will also be passed on to them in for the sole reason of contacting parents/guardians in relation to their child should this be needed.

Under the UK General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are: **(b) We have a contractual obligation.**



Please note that you are able to remove your consent at any time. You can do this by contacting [colleen.morrison@nmandd.org](mailto:colleen.morrison@nmandd.org).

## How We Store Your Personal Information

Your personal information is securely stored on the Council's 'Legend Computerised Bookings Database'. We retain the personal information listed above for a period of **one year**. After this time it will be disposed of securely by deleting it from the legend system. Membership inactivity related to each individual is automatically deleted by the system after one year.

## Your Data Protection Rights

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us if you wish to make a request (see 'Key Contact' details above).

## How to Complain

If you have any concerns about our use of your personal information, you can make a complaint to us by either emailing: [council@nmandd.org](mailto:council@nmandd.org) or telephoning 0330 137 4000.

You can also complain to the ICO if you are unhappy with how we have used your data. The ICO's contact details are as follows:

- **ICO website:** [www.ico.org.uk](http://www.ico.org.uk)
- **ICO self-service portal:** <https://ico.org.uk/make-a-complaint/official-information-concerns-report/official-information-concern/>
- **Helpline:** 0303 123 1114