



PRIVACY NOTICE

Leisure Services – Waterside Farm & Runnymede Leisure Centres & Community Halls

What personal information do we hold?

We only collect and use the minimum personal information required to deliver your service. Wherever possible we use non-identifiable personal information. The services may use some or all of the personal information below:

- Names, address and contact details
- Emergency contacts
- Lifestyle and social circumstances
- Date of Birth
- Marital status
- Occupation
- Gender
- Health information
- Bank details for payments
- Religious or other beliefs of a similar nature

We get most of this information from you, but we may also get some of this information about you from health providers.

How do we use your personal information?

We use your information for one or more of the following reasons:

- Deliver the service and ensure adherence with health and safety guidelines
- To ensure that our services are appropriate to customers with disabilities or health issues

- In relation to your use of the Council's leisure services and centres e.g. to process memberships, bookings and payments
- To enable us to contact someone for you in case of an emergency
- To plan and improve the service we offer
- Identification and security to ensure that specific services are accessed by authorised customers

Who else might we share your personal information with?

Sometimes we may need to share your information, but we will only do so where it is necessary or required by law. We will only share the minimum information for each circumstance. We may sometimes need to share some of your personal information with one or more of the following:

- Central Government departments e.g., the Health and Safety Executive,
- Fire and Rescue (Emergency Planning)
- Health agencies/providers

We take your privacy seriously and will use your personal information to administer your subscription or membership to enable us to provide those leisure services you have requested from us.

From time to time, we would like to contact you with details of other products, offers, services and competitions we provide via post, email, telephone and text message. If you consent to us contacting you for this purpose please opt in on the sign up form or give us written notification to confirm your consent.

We may also use your details to target online adverts towards specific groups of customers through third party organisations such as Google Ads and Meta Ads. You may receive adverts through social media pages owned by Meta Platforms Inc and websites in the Google Display Network. Your details will be hashed for security purposes and will not be used for any other purpose by the third party organisations. You have the right to opt out of this at any time by giving us written notification.

If you sign up to the Halo fitness app you will receive direct marketing through email and other electronic devices to include marketing and advertising of products and services of Life Fitness and the Life Fitness group and fitness related products and services by third parties.

Who is the Data Controller for this processing?

Castle Point Borough Council is the Data Controller for this processing.

What is the legal basis for our use of your personal data?

Where we are relying on your consent to use your personal information you have the right to withdraw this consent at any time by contacting leisure@castlepoint.gov.uk or calling 01268 694342 / 01268 756514.

How long will we keep your personal information?

We will keep all records of memberships for a period of 2 years after your expiry or termination of your memberships.

For bookings, data will be saved for a period of 2 years after the date of completion of the booking.

Will my personal data be held or used outside of the United Kingdom?

No personal information is routinely available outside of the UK. Should a transfer of personal information be necessary we will only do so where it is permitted by law and where appropriate safeguards are in place to protect the data.

Your rights

Please see our main notice for an explanation of which rights apply. This will be determined by the legal basis we are relying on to use your personal information.

If you wish to exercise any of these rights, please contact Legal@castlepoint.gov.uk

You can obtain further information about these rights from the Information Commissioner's Office at: www.ico.org.uk or via their telephone helpline (0303 123 1113).

You also have the right to lodge a complaint in relation to this summary notice, the full Privacy Notice, or our processing activities with the Information Commissioner's Office, which you can do through the website above or their telephone helpline.

How to contact us

If you want to request information about our privacy policy you can email us: legal@castlepoint.gov.uk or write to us at:

Castle Point Borough Council
Council Offices
Kiln Road
Thundersley
Benfleet
Essex SS7 1TF

CPBC's Data Protection Officer

CPBC's Data Protection Officer is Angela Law and she may be contacted at the above address.