

**Privacy notice – relating to how Brentwood Borough Council will deal when providing services at the Brentwood Centre, Doddinghurst Road, Brentwood, Essex.**

This privacy notice explains how Brentwood Borough Council (as a Data Controller) will collect, use and protect personal data specifically with regard to services provided at the Brentwood Centre. You can view the Council's main privacy notice [Brentwood Borough Council's Privacy Notice](#)

Brentwood Borough Council (as a Data Controller) will collect, use and protect personal data specifically with regard to Covid-19 (Coronavirus) Pandemic. You can view the Covid-19 privacy notice [here](#).

Brentwood Borough Council will collect personal data when providing services at the Brentwood Centre. The purpose of this privacy notice is to explain what personal data we collect about you.

**Personal data we collect**

- Name
- Membership Number
- Email Address
- Date of Birth
- Gender
- Contact Details

**The purposes of the processing**

When providing services to you, we may use your personal data for the following purposes:

- Administer your membership
- Process payments
- Assess your level of fitness and create personal fitness plans
- Book courts and classes
- Send you information about events and special offers

**Your personal data**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

Some of your personal data is classed as 'special categories of personal data' because it is the information that is considered to be more sensitive and therefore requires more protection

For information on how we will protect special category personal data, you can read our [data protection policy](#) (pdf)

### **Legal basis for processing your personal data**

Brentwood Borough Council will only process your personal data for one of the following purposes;

- Where you have given us prior consent to process your personal data
- Where you have entered into a contract with us to provide you with a service
- Where we are under a legal obligation to process your personal data
- Where the processing of your personal data is necessary to meet the legitimate interests of Brentwood Borough Council

### **Sharing your personal data**

We may need to supply your information to organisations we have contracted to provide a service to you. We will only ever share your information if we are satisfied that our partners or suppliers have sufficient measures in place to protect your information in the same way that we do. Examples of these partner organisations that support the delivery of the service to you

- Payment Provider
- Booking and Membership management
- Sports clubs
- Coaches
- Other departments within the local authority

### **How long we keep your personal data**

We will only keep your personal data for as long as is necessary for the purpose for which we are processing it, unless we have a legitimate reason for keeping it, for example, any legal requirement to keep the data for a set time period.

However, where possible we will anonymise this data so that you cannot be identified.

Where we do not need to continue to process your personal data, it will be securely destroyed.

### **Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- to request a copy of your personal data which we hold about you
- to request that we correct any personal data if it is found to be inaccurate or out of date
- to request that your personal data be erased where it is no longer necessary for us to retain such data
- to lodge a complaint with the Information Commissioner's Office

You can access the personal information that we hold about you (number 1 above) by submitting a subject access request to the council. This request must be in writing and clearly specify the information you require.

If you would like to make a request in regards to the processing of your personal data please contact the Data Protection Officer on the details provided below. However, it is not always possible for requests to delete information to be fulfilled and the Data Protection Officer can provide you with more information on request.

### **Complaints or queries**

We try to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures.

If you have any concerns, questions or comments please email the council's Data Protection Officer.

If having exhausted the complaint process you are not content that your request or review has been dealt with correctly, you can appeal to the Information Commissioner's Office to investigate the matter further by writing to:

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

### **Changes to this privacy notice**

We keep this privacy notice under regular review and if we make any changes, we will publish the updated version on our website.

## **Contact information**

Office

Data Protection Officer

Brentwood Borough Council, Town Hall, Ingrave Road, Brentwood, Essex CM15  
8AY

Email [dpa@brentwood.gov.uk](mailto:dpa@brentwood.gov.uk)