

Active Communities Privacy Notice

South Oxfordshire District Council and Vale of White Horse District Council operate as a shared service and are committed to protecting your personal information and being transparent about what information we hold about you.

Using the online booking forms and/or system will allow us to take bookings and payment (when required) for our activity sessions in a paper free and contactless way, and to contact you electronically with session details. If you consent to do so, then we can also use your personal information to provide you with relevant and timely information about the available activities that you may be interested in.

The purpose of this privacy notice is to give you a clear explanation about how we collect and use the information we collect from you.

Who we are

The councils' Active Communities team deliver a wide range of activities for a variety of physical activity projects, including GO Active Gold (for 55+), Active Women, GO Active Juniors and GO Active Get Healthy amongst others.

Information collection

We collect and process information through the online registration form for Active Communities sessions.

- your name,
- contact details (telephone number or email address)
- gender (optional)
- age group (optional)
- First part of postcode (optional)

When you participate in events you may need to provide your instructor or volunteer with information about your health. This will not be collected by or processed by the South Oxfordshire District Council or by Vale of White Horse District Council.

If you need to pay a fee for the activity then the council's payments system will capture your payment details.

Lawful basis

Under the Data Protection Act 2018, the lawful reason under which we may process your data is your explicit consent.

Marketing communications

We aim to communicate with you about the work that we do in ways that you find relevant, timely and respectful. To do this we use data that we have stored about you, such as what activities you have booked in the past, as well as any preferences you may have told us about. In the case of our quarterly newsletter, we give you an opportunity to opt out of receiving them on your initial registration form. If you do not opt out at that stage, we will provide you with an option to unsubscribe in every email that we subsequently send you, or you can contact the Active Communities team directly.

Other processing activities

We use demographic data that you consent to provide to us to monitor the activities programmes we deliver but do this with anonymised data.

Third parties

There are certain circumstances under which we may disclose your information to third parties. These are as follows:

-Your event instructor or volunteer which is necessary in order for you to participate in the activity

Where we are under a duty to disclose your personal information in order to comply with any legal obligation (for example to government bodies and law enforcement agencies).

Your rights

You have the right at any time to withdraw this consent and you also have the right to request at any time:

1. copies of your personal information; please refer to our webpage on data subject access requests, as you may wish to use our specific form for this
2. that incorrect or out of date information about you be corrected;
3. that we suspend processing your data for a short while if appropriate
4. that all your data relating to this service be removed from our records

If you would like to exercise these rights, please contact us on 01235 422224 or by email on active.communities@southandvale.gov.uk

SECURITY OF YOUR PERSONAL INFORMATION

We will put in place appropriate safeguards (both in terms of our procedures and the technology we use) to keep your personal information as secure as possible. We will not transfer, process or store your data anywhere that is outside of the UK. Our records are kept for one year after which they will be securely deleted from our electronic records. Financial transaction data will be retained for seven years.

If you believe we have not handled your personal data as we have described here, please either call 01235 422485 or contact us by email to data.protection@southandvale.gov.uk and your concerns will be fully investigated. If, after we have investigated your concerns, you are not satisfied with our conclusion, you have the right to refer the matter to the Information Commissioner's Office (ICO). You can reach them through this [link to their website](#) or call them on 0303 123 1113.

Their mailing address is:

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