

Sports and Leisure Services Notice

Who we are and what we do

The Leisure Developments Team process the data you supply to provide courses, events, services and activities of public interest in Epsom and Ewell.

Epsom and Ewell Borough Council (EEBC) is committed to protecting your privacy and security. This privacy notice explains how we use information about you and how we protect your privacy in the Leisure Developments Department.

The Leisure Developments Department is part of Epsom & Ewell Borough Council which is a data controller. We have a Data Protection Officer who makes sure we respect your rights and follow the law. If you have any concerns or questions about how we look after your personal information, please contact the Data Protection Officer, at dpo@epsom-ewell.gov.uk or by calling 01372 732000 and asking to speak to the Data Protection Officer.

As a local authority we have a number of different functions, which are explained in more detail on our [Privacy and Cookies page](#).

What we need

The information you will need to provide will depend on the activity or event. This includes information you give when joining, registering, attending one of our events, courses or accessing our services including;

Personal data (name, date of birth, email, address, telephone etc.)

Special category data (Health and medical details, benefit information)

Will your personal information be shared?

The information that you have provided will be held by us and will be accessed by authorised council employees.

We will need to share your data with Leisure Services staff as well as third parties working in partnership with Leisure Services such as sports clubs, coaches etc.

We will never share your information for marketing purposes.

We are allowed to share data about you with others for a range of reasons. These include when we have to share your data for legal reasons and might result in your data being shared with:

- the police
- immigration service
- National Fraud Initiative
- Department for Work and Pensions
- HM Revenue and Customs
- Courts, tribunals and other regulatory bodies
- the Electoral Registration Officer
- the Council's auditors

We may also use your personal information if it is in your vital interests, where your life is or could be in danger. This will not happen very often, if at all, but it will help to identify and assist individuals whose vital interests are threatened, and /or who need additional support during emergencies or major incidents, for example emergency evacuation.

We will share data about you between council departments so that we can keep your details up-to-date and improve our service to you. We may also share information where we have your prior consent or there is another legal reason for doing so.

If we use a third party to provide you with council services we will pass your details to them in order that they can provide the service. The third party will only be able to use data to provide the services and for no other reason.

Processing based on consent

If we are processing your data because you have consented to us doing so you can withdraw that consent at any time by getting in touch with us. Unless there is another legal basis for us to process your data we must stop processing your data when you withdraw consent. This may mean that we can no longer provide services to you.

Children aged under 16 years must have a parent or guardian's consent before providing personal information to us. We do not wish to collect any personal information without this consent.

How long will we keep it for?

Adult data will be stored for up to two years, or in the case of child data for up to 6 years.

If an accident or incident occurs at one of our events or activities then we will keep a record of this for 7 years (adult) and for a child until they reach 21 years of age, which may include personal data and sensitive personal data.

What are your rights?

For full details your rights as a data subject please see our [Privacy and Cookies Page](#).