

Privacy notice – Active Schools programmes

Who will process your information?

The personal information you give to us through any of our forms relating to your participation in Active Schools programmes, or passed to us by the ERC Education department, and any other personal information we hold about you in this context will be processed by East Renfrewshire Culture and Leisure Ltd, St. John's, 18 Commercial Road, Barrhead, East Renfrewshire, G78 1AJ.

East Renfrewshire Culture and Leisure is a charitable trust set up by East Renfrewshire Council in 2015 to manage and deliver its culture and leisure services.

Why do we process your information?

Your information is processed to help us effectively manage your participation in our Active Schools programmes. It is also used to ensure you get any concessions that you are entitled to, and where you have opted in to receive marketing and promotional information we will contact you for this purpose. Your information may also be shared with other services within the Trust and other organisations for the same purposes and also to

check the information we have is accurate;

prevent and/or detect crime;

Other organisations may include other councils, public sector agencies, government departments, regulatory and law enforcement bodies and other private companies or entities (such as contractors providing IT systems on which sports development information is held)

What is the legal basis for us to process your information?

The legal basis for East Renfrewshire Culture and Leisure to process your information for this purpose is under the performance of a public task.

Do you have to provide your information?

Without the correct information we may be unable to effectively process your participation in the programme, or other operational reason. We would also be unable to effectively promote other cultural service events and activities should you opt-in to receive marketing information.

How do we collect information about you?

We obtain personal information about people

- directly from you, for example when you fill out an application form
- from other people who are connected with you in connection with a service to be or being provided to them i.e. ERC Education Department

Such information includes:-

your name

your gender

your SIMD decile

whether you are entitled to free school meals

whether you require additional support needs

How long will we keep your information?

We are aware that we must not keep personal information longer than is necessary for our purposes. Sometimes, law sets down these time limits. In that case, we must comply with those specified time limits.

However, in most cases this relates to where we have a business need to keep the personal information although it may not be actively using the information. This usually depends upon whether anyone has continuing interest in (such as auditors) or rights to take action of any sort against we in relation to the reason why we was using the information

On that basis the Trust will hold your information for the length of the academic year from August to the following June each year after which the information will be deleted.

Who is your information shared with?

Your information will be shared by the East Renfrewshire Council Education department with Trust staff who need to do so to effectively manage your participation in our Active Schools programmes.

No personal information is shared externally, but the Trust does share numeric information with Sports Scotland as part of its participation agreement conditions

The Trust also generally complies with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate.

Do we transfer your information outside the UK?

In general we do not transfer personal information outside the UK but on the rare occasions we do we will inform you.

We will only transfer information outside the UK when we are satisfied that the party that will handle the data and the country it is being processed in have adequate safeguards for personal privacy comparable to those which are in place in the UK.

Profiling and automated decision-making

The Trust does not use profiling or automated decision-making for managing your participation in our programme. Some processes are semi-automated but a human decision-maker will always be involved before any decision is reached in relation to you.

Your rights

You have the right to:

1. Be informed of the Trust's use of your information

This notice is intended to give you relevant information to meet this right.

2. Access personal data held about you

3. Request rectification of your personal data

4. Request that the council restricts processing of your personal data

5. Object to the processing of your data

6. Ask us to delete your information

7. Withdraw your consent if consent is the lawful basis for processing your data

Complaints

If you have an issue with the way the Trust handles your information or wish to exercise any of the above rights in respect of your information you can contact the Trust's data protection officer by post at:

The Data Protection Officer

East Renfrewshire Council

Council headquarters

Eastwood Park

Giffnock

G46 6UG

or by email at DPO@eastrenfrewshire.gov.uk

You have the right to complain directly to the Information Commissioner's office (ICO).

The address of their head office is: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5EF

Telephone: 0303 123 1113

Alternatively, you can report a concern via their website at www.ico.org.uk

The ICO also have a regional office at 45 Melville Street, Edinburgh EH3 7HI

Telephone: 0303 123 1115 e-mail: scotland@ico.org.uk

While you can go directly to the ICO, the Trust would welcome an opportunity to address any issues you have in the first instance.

