

## Privacy Notice

### Sports Development Team

Halton Borough Council is the data controller for the personal information you provide.

The Council's Data Protection Officer can be contacted on 0151 511 7003 or by email to [Peter.Richmond@halton.gcsx.gov.uk](mailto:Peter.Richmond@halton.gcsx.gov.uk)

Sports Development team can be contacted on 0151 511 8282 or email [Sports.Development@halton.gov.uk](mailto:Sports.Development@halton.gov.uk)

We collect and hold information about you in order to monitor and evaluate the Active Halton Programme. The data helps us plan for future sporting and physical activities.

#### **Why do you need my information?**

We use your data to improve the quality of our service and develop new services where required. We use the data to understand how and why our services are used and what difference they might make to Halton residents. Collecting data helps identify a need for the service to continue, we may use information gained from reports for marketing purposes. Where bookings are made; your information would be used to contact you regards the booking or class you attend. Your information will not be used to make any automated decisions about you and will not be transferred abroad.

#### **What legal basis allows you to use my information?**

Your consent is required to process your data and you have the right to withdraw any part of your data at any time. To enquire about your data, ask questions about how we process it, or request removal of certain parts from our systems, you can email us on [Sports.Development@halton.gov.uk](mailto:Sports.Development@halton.gov.uk)

#### **Who will my information be shared with?**

Your information will not be shared with third parties. Any reports produced about the projects will not contain names or personal details. In the unlikely event of an emergency your information may be shared with emergency services such as ambulance staff or to contact your elected emergency contact person where supplied.

#### **How long will you keep this information for?**

Your information will be kept for seven years in line with Halton Borough Council corporate retention policy and schedule.

#### **How will my information be stored?**

Information will be stored electronically on a secure network and/ or securely in paper form.

#### **What rights to I have when it comes to my data?**

Right to be informed – through this Privacy Notice

Right to rectification – you have the right to have personal data rectified if it is inaccurate or incomplete.

Right to erasure – you have the right to have personal data erased and to prevent processing however the right to erasure does not apply in some circumstances.

Right to restrict processing – you have the right to block or suppress processing of your data; however this right does not apply in some circumstances.

Right of Access - you have the right under the Data Protection Act 1998 (General Data Protection Regulation 2018) to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access. To request a copy of your data or ask questions about how it is used download a copy of our form from <https://www4.halton.gov.uk/Pages/councildemocracy/Data-Protection.aspx> and send it to Information Governance Service, Halton Borough Council, Service Improvement Division, Municipal Building, Widnes, WA8 7QF. Or email [informationgovernanceservice@halton.gov.uk](mailto:informationgovernanceservice@halton.gov.uk)

**Who can I complain to if I am unhappy about how my data is used?**

You can complain directly to the Council's Data Protection Officer by writing to:  
Data Protection Officer, Information Governance Service, Halton Borough Council, Municipal Building, Widnes, WA8 7QF.

You also have the right to complain to the Information Commissioner's Office using the following details: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. Telephone: 08456 30 60 60 or 01625 54 57 45. Website: [www.ico.org.uk](http://www.ico.org.uk)

**End of Privacy Notice**