



Privacy Notice – Gym Membership

This notice provides details of what information we collect from you, what we do with it and who it might be shared with.

Identity and contact details of the controller and the data protection officer -

Falkirk Community Trust (the Trust) is the data controller. You can contact the data protection officer at:

*Data Protection Officer
Falkirk Community Trust
Suite 1A
The Falkirk Stadium
4 Stadium Way
Falkirk
FK2 9EE*

dpo@falkirkcommunitytrust.org

Why do we collect this information?

The information is being collected for the following purpose/s:

1. To process and maintain your Falkirk Fitness membership and allow us to design an appropriate gym programme for you.
2. To take your photograph for gym recognition purposes.
3. To provide you with access to the Mywellness cloud on the Technogym equipment and the Lifefitness cloud on the Lifefitness equipment

The legal basis each purpose is set out below:

Legal basis	Purpose
Consent	3
Performance of a contract	1,2
Legal obligation	
Vital interests	
Task carried out in the public interest	
Legitimate interests	

If we provide you with a gym membership, this requires that we collect and hold special categories data (personal data which the General Data Protection Regulations say is more sensitive, and so needs more protection) in relation to your health. Our legal basis for processing this special categories data in relation to your health is your explicit consent.

What information do we collect about you?

1. We collect your name, address, date of birth, contact details - phone number, mobile phone number and email address, emergency contact details, GP name and surgery, medical conditions and bank account details.

If you are under the age of 16, we require a consent form to be signed by a parent or guardian.

We will record details of your goals, current exercise routine, your blood pressure, heart rate readings, weight, height and body fat percentage.

Our computer system holds the following information when you book our services

- Details of past and forthcoming bookings, activities and courses
- Details of amounts for Direct Debit payments
- Details of any payments and financial settlements made
- Notes and comments placed on our systems by staff in connection with your booking

We keep copies of our communications with you and your responses.

For Active Forth participants we undertake a quality of life questionnaire, should you wish to participate

2. We will take your photograph for gym recognition purposes, and this is stored on our computer system.

3. Any information you provide on the Mywellness cloud and/or the Lifefitness cloud is covered by their privacy notices.

<https://www.mywellness.com/cloud/Terms/Privacy/>

<https://www.technogym.com/us/privacy-policy/>

<https://lifefitness.co.uk/privacy-policy>

Where do we collect information from?

We collect information from you or a third party acting on your behalf, for example, a carer, a parent or guardian.

For Active Forth participants we collect information from your health professional.

Who might we share your information with?

Falkirk Council established the Trust in 2011 and the Trust carries out services on behalf of Falkirk Council. We may share your information with Falkirk Council. They are our information governance, legal, health & safety, financial, IT, child protection, insurance advisers, the owners of the sites that we manage, and their environmental health unit are our enforcing authority for health & safety.

We may also share information with IT System administrators & suppliers for the purposes of upgrading and maintaining the systems.

For those paying by Direct Debit we will share your information with Bacs Payment Schemes Ltd.

For Active Forth participants we will share your physical measurements and health information with the health professional that referred you.

We may also share your information if we are required to do so by law or with the Scottish Information Commissioner (freedom of information), the Information Commissioner (data protection), the Scottish Public Services Ombudsman (complaints) and the Health & Safety Executive (accidents).

The Trust has a duty to protect public funds. We may check your information within the Trust and with Falkirk Council for verification purposes and/or for the prevention of fraud. We may share your information with other organisations where we are required to do so for the purposes of the prevention or detection of crime.

Will we send your information outwith the UK?

We do not transfer your information outwith the UK.

Mywellness hold the information within the territory of the European Union.

Lifefitness hold the information in the United States of America and may transfer your data to other countries.

How long do we keep hold of your information?

1. We keep electronically held information for 3 years from the end of the calendar year, in which you cease to be a customer.

We keep your gym membership paper forms for 1 year from the end of the calendar year in which you join.

We keep Active Forth participants' information, for 1 year from the end of the calendar year in which you cease to be a participant

We keep any Change of Status forms for 2 years from the end of the calendar year in which they are received.

We keep your original direct debit mandate for 5 years from the end of the financial year in which it was set up.

We keep your programme card for as long as you are active within the gym. Your card is kept in a filing cabinet within the gym, which is accessible by all gym users. If you do not wish your card to be kept by us, you can remove the card and hold it personally.

2. We keep your photograph for 3 years from the end of the calendar year, in which you cease to be a customer.

What are my rights in relation to the information held about me?

You have the following rights:

- To see any information held about you by making a [subject access request](#).
- To withdraw consent at any time, where the legal basis for processing is consent.
- To data portability, where the legal basis for processing is (i) consent or (ii) performance of a contract.
- To request rectification or erasure of your information, where data protection legislation allows this.

Do I have a right to complain about the way information has been used?

If you have a concern about the way we are collecting or using your personal data, please let us know and we will try to resolve this. If you are still concerned, you can contact the Information Commissioner:

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

Tel: 0303 123 1113 (local rate)

Fax: 01625 524 510

Email: casework@ico.org.uk

Do I have to provide my personal data to you?

If you want to be a member of the Trust's gyms or participate in the Active Forth programme then we need to know the information set out above.

Do you use any automated processes to make decisions about me?

We do not use automated decision making processes

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