

## STRATHCLYDE SPORT – PRIVACY NOTICE

The University of Strathclyde is committed to transparency and to complying with its responsibilities under data protection legislation. This privacy notice sets out important information regarding how we will use your information and your rights under the legislation.

### **The Legislation**

The General Data Protection Regulation (GDPR) is a new piece of legislation. This notice is intended to meet the new transparency requirements of GDPR and to ensure that all Strathclyde Sport members understand how their data will be used.

### **Who will process my personal information?**

Under data protection legislation the University is the 'data controller'. This means that the University is responsible for how it uses and processes your personal data and for complying with requests from you in relation to your personal data, where appropriate under the legislation.

### **How we use your information**

Once you have applied for membership of Strathclyde Sport, we will process the information on your application form and any supporting documents requested as part application process. This information will be used to enter into a contract or fulfil the contact you have with us and to manage all aspects of your Strathclyde Sport membership including:

- payment of membership fees, process payments for access to facilities, classes, events etc.
- process bookings for access to classes/facilities;
- respond to enquiries.

We will send you information about relevant services, events available to you as a member. You can unsubscribe from marketing at any time via the unsubscribe option/method provided in the marketing communication or by contacting [strathclydesport@strath.ac.uk](mailto:strathclydesport@strath.ac.uk)

### **What information about you do we collect and use?**

When you join Strathclyde Sport we will create a membership record. This consists of the information provided in your application form and other additional information we may ask you to provide during the application process.

'Special category' personal data relating to your health and disability may also be processed, where it is appropriate and lawful for us to do so. In most cases we will seek your consent unless we are required to process this data to meet a legal obligation.

### **What happens to my data when I'm no longer a member?**

We will retain your personal data for 7 years after your membership has expired for administrative and financial purposes.

### **Is my data secure?**

Your personal data will be managed securely and held on University servers within a leisure management system provided by a third party, Gladstone's who are based in the UK. Access will be restricted to only those staff or authorised agents who require it and on a 'need to know' basis. The University will employ any technical and organisational measures necessary to ensure the security of your data. You can find more information about our [Information Security policies](#) on our website.

### **Your Rights**

You have the right to:

- Find out what personal data we process about you and obtain a copy of the data, free of charge within one month of your request. We may make a charge for additional copies of the same information;
- Ask us to correct inaccurate or incomplete data.
- Withdraw consent to process your personal data at any time, if you were asked for and provided consent.

If you think we are acting unfairly or unlawfully you can:

- Object to the way we are using your data;
- Complain to the [UK Information Commissioner's Office](#).

Under certain conditions you also have the right to ask us to:

- Restrict the use of your data e.g. if you have raised issues about the accuracy or use of your personal data, until we have investigated and responded to your concerns;
- Erase your information or tell us to stop using it to make decisions about you;
- Comply with your wishes where you have previously agreed to us processing your data for a particular purpose and have withdrawn your consent to further processing;
- Provide you with a portable electronic copy of data you've given us.

Please contact [dataprotection@strath.ac.uk](mailto:dataprotection@strath.ac.uk) if you wish to exercise/enquire about any of these rights.