

## Walsall College Business and Sports Hub Privacy Notice

### Who is the Data Controller?

We are the data controller of personal information about you. We are Walsall College. Our address is, Wisemore Campus, Littleton Street West, Walsall, WS2 8ES.

Our Data Protection Officer is Gurpreet Sandhu. If you have any questions about this policy or the ways in which we use your personal information, please contact our Data Protection Officer on 01922 657014 or [dataprotection@walsallcollege.ac.uk](mailto:dataprotection@walsallcollege.ac.uk).

This privacy notice tells you what to expect when Walsall College collects personal information. It covers why we collect personal information, how we use it and how we keep it secure.

We will obtain personal information from you when you;

- Complete an online Sport and Fitness Centre Membership Agreement
- Complete a Business Incubation Membership Agreement
- Book a table within The Littleton Restaurant
- Book a conference or event
- Book a place onto our commercial courses

### WHAT INFORMATION DO WE COLLECT?

We will collect the following personal information:

- Contact details.
- Bank details (we do not store your bank details on our web servers).
- Invoice address (if applicable).
- Health information.
- Biometric data (fingerprint). i.,e gym membership only and optional

#### Events

When booking an event, we will collect the following information:

- Name
- Job title
- Contact information including email address and telephone number
- Demographic information,
- Website usage data (if you are filling in an online form)
- Other information relevant to enquiries and events

We will use your personal information to provide you with the services, products or information that you have requested and for administration purposes.

### Lawful basis to use your personal data

When we use this information we rely on the fact that this information is either 'necessary for a contract' or we use it in the pursuit of our 'legitimate interests' and we are satisfied that these have been balanced with the interests of our customers.

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## HOW DO WE PROTECT PERSONAL INFORMATION?

We use a secure server and also take appropriate measures to ensure that the information disclosed to us is kept secure, accurate and up to date and kept only for 1 month after the end of your membership. What about other uses, end of booking etc or is this on retentions schedule which can be referred to

## Who has access to your personal information?

We will share your information with our service providers, agents and associated organisations. These include; Ashbourne Membership Management Systems Ltd, Open Table, The Best of Walsall and Trip Advisor. This is to allow us to service your membership, Restaurant booking, reviews and communicate with you. We will not pass your information to any other parties for the purpose of marketing or promotion.

We may also need to disclose your information to relevant bodies if required to do so by law.

## Why do we collect this information?

Collecting this data helps us to understand what you are looking for from Walsall College Business and Sports hub, enabling us to deliver better services. Specifically we may use data:

- to keep records of services delivered.
- To improve the services we provide.
- To contact you in response to a specific enquiry.
- To send you information by email and/or text about news, events and activities, which which you consent to receiving.
- To contact you via email and/or text for market research reasons.

How long do we keep this information about you?

We keep information given to us at events for 2 years.

Email and phone numbers are kept until you unsubscribe from mailing lists, which you have subscribed to.

## What rights do you have?

As an individual, you have a number of rights. You have the right to be informed about how and why your data is being processed and that is why we include the information in this privacy notice. You can also:

- access and obtain a copy of your data on request;
- require Walsall College to update incorrect or incomplete data;

- require the College to delete or stop processing your data, for example where the data is no longer necessary for the stated purposes of processing (specific circumstances);
- obtain and reuse your data for your own purposes across different services (limited circumstances);
- Object to the processing of personal Information (specific circumstances); and
- Object to automated decisions including profiling

To exercise these rights, please visit the [Data Protection](#) page and see the section on Individual at [www.walsallcollege.ac.uk](http://www.walsallcollege.ac.uk).

#### Consent

- Where our use of personal information is based on your consent and we have no further legal basis to use your personal information, you can ask us to stop using your personal data. To withdraw your consent. Please contact: [lbate@walsallcollege.ac.uk](mailto:lbate@walsallcollege.ac.uk)

## Who can I complain to?

If you believe that Walsall College has not complied with your data protection rights, you can complain to the Data Protection Officer at [dataprotection@walsallcollege.ac.uk](mailto:dataprotection@walsallcollege.ac.uk). You also have the right to complain to the Information Commissioner at [www.ico.org/concerns](http://www.ico.org/concerns) or by contacting 0303 123 1113.

## Changes to the Privacy Notice

This Privacy Notice is regularly reviewed. This is to make sure that we continue to meet the highest standards to protect your privacy. We reserve the right at all times, to update, modify or amend this Notice. This Privacy Notice was last updated on 29 June 2018.