



Data Protection Privacy Notice

We respect your trust in us to use, store and share your personal information. In this notice, we carefully explain how we collect your personal information, how we use it, and how you can communicate with us about that information.

If you are unfamiliar with any of the information, or terms or, want more detail on any of the information here, please feel free to contact our Data Officer directly in confidence, full contact details are available on our website www.theworkspacegroup.org.

The Company is a recreation centre which provides recreational facilities for sport and exercise. The Company must process personal data so that it can provide these services – in doing so, the Company acts as a data controller and processor.

You may give your personal details to the Company directly, such as on an application or registration form or we may collect them from another source. The Company must have a legal basis for processing your personal data. For the purposes of you using our recreational facilities, we will only use your personal data in accordance with the terms of the following statement.

1. [Collection and use of personal data](#)

a. [Purpose of processing and legal basis](#)

The Company will collect your personal data will process your personal data for the purposes of you using our recreational facilities. The legal bases we rely upon to offer these services to you are:

- Consent
- Legitimate interest
- Vital Interest
- Public Interest
- Legal obligation
- Contractual obligation

b. [Consent](#)

There may be occasions when consent is the only legal basis we have to process your personal data. When this occurs, we will endeavour to seek your consent at the time we gather your personal data. You will normally be asked to provide a signature or indicate consent by ticking a box but this will only be carried out after a full explanation has been provided and you are clear as to what you are consenting to.

Consent is a core principle of data protection law and General Data Protection Regulation (GDPR) sets a high standard for this. It must be freely given, specific, informed and an unambiguous indication of the data subject's wishes, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to the individual.

Where we rely on consent for the legal basis for processing your personal data you have the right to withdraw that consent at any time by contacting our Data Protection Officer Nicole Kelly in writing E: dpo@theworkspacegroup.org.

c. [Legitimate interest](#)

Where the Company has relied on a legitimate interest to process your personal data. Our legitimate interests are as follows:

- To enable you to use the recreation facilities we have on offer
- Intercompany staff management

d. Vital interest

Where the Company has relied on a vital interest to process your personal data. Our vital interests are as follows:

- In the case of an accident or an emergency

e. Contractual Obligation

Where the Company has relied on a contractual obligation to process your personal data. Our contractual obligations are as follows:

- when you are employed by the Workspace Recreation Centre

f. Recipient/s of data

The Company will process your personal data and/or sensitive personal data with the following recipients:

- Funders with whom we have contracted to deliver programmes on the behalf of
- Our exercise instructors
- External self employed instructors
- Human resources department for Fair Employment Returns
- Accounts department for payroll

g. How we collect your data

The following are examples of how we collect your personal data:

- When you register for our exercise programmes/classes
- when you attend our premises for a specific purpose and provide your details
- through the submission of questionnaires online or via mail
- when you enquire about our services through social media
- submitting complaints
- face to face contact with our staff

h. Statutory/contractual requirement

Your personal data is required by law and/or a contractual requirement. You are obliged to provide the personal data and if you do not the consequences of failure to provide the data are:

- You will be unable to use our recreation facilities

2. Data retention

The Company will retain your personal data only for as long as is necessary. Different laws require us to keep different data for different periods of time.

The Company will process your personal data in line with our data retention policy. Upon expiry of that period the Company will seek further consent from you. **Where we rely on consent as the legal basis for processing your data** and consent is not granted the Company will cease to process your personal data.

3. Your rights

Please be aware that you have the following data protection rights:

- The right to be informed about the personal data the Company processes on you;

- The right of access to the personal data the Company processes on you;
- The right to rectification of your personal data;
- The right to erasure of your personal data in certain circumstances;
- The right to restrict processing of your personal data;
- The right to data portability in certain circumstances;
- The right to object to the processing of your personal data that was based on a public or legitimate interest;
- The right not to be subjected to automated decision making and profiling; and
- The right to withdraw consent at any time.

4. [What is asked of you](#)

- That you provide us with accurate and up to date personal data.
- That you do not abuse staff when providing or seeking personal data.
- That you inform us of any changes to your personal data.
- That you inform us if you find any error or inaccuracies

5. [Data Protection Notification](#)

As a Data Controller, we must notify the Information Commissioner's Office. You may view our Data Protection Notification by searching for our registration number ZA154459 (Workspace Draperstown Ltd) on the Information Commissioner's website.

6. [Information Commissioners Office](#)

The Information Commissioner's Office (ICO) regulates compliance with GDPR within the UK. If you consider us to have breached any of the requirements of the GDPR, you may contact the ICO who may carry out an assessment, audit or investigation to establish whether we are compliant with the GDPR.

The ICO can be contacted at:

Information Commissioner's Office
 14 Cromac Place
 Belfast
 BT7 2JB
 Telephone: 0303 123 1114
 Email: ni@ico.org.uk
 Web: www.ico.org.uk

7. [Notification of changes to our privacy statement](#)

We will post details of any changes to our privacy statement on this website to help make sure you are always aware of the information we collect, how we use it, and in what circumstances, if any, we share it with other parties.

This privacy statement was updated in May 2018.

8. [Complaints or queries](#)

If you wish to complain about this privacy notice or any of the procedures set out in it, please contact: Our Data Protection Officer **Nicole Kelly** in writing at: dpo@theworkspacegroup.org.