

## Privacy Notice

**Brookes Sport** is a department of Oxford Brookes University. **Oxford Brookes University (Oxford Brookes)** is the Data Controller of any Personal Data that you supply. This means that Oxford Brookes will make the decisions on how your data is used and for what reasons.

### **Why do we need your data?**

- To manage your membership and/or provide access to Brookes Sport facilities
- To keep you informed of any changes to service, or new services we provide that might be relevant to you
- To make improvements to facilities and services

### **Brookes legal basis for collecting and/or using this Personal Data (information) which is your name or information which identifies you is:**

- **Consent:** you have given clear consent for Oxford Brookes to process your personal data for a specific purpose
- **Contract:** the processing is necessary for a contract you have with Oxford Brookes, or because they have asked you to take specific steps before entering into a contract

### **Brookes Sport will not ask you for sensitive data except for any health information that you would like us or emergency services to be aware of in the case of a medical emergency. This information will only be collected where:**

- You consent to share this information
- Oxford Brookes needs to use this data to protect you or others from the risk of harm where consent can't be given
- Oxford Brookes needs to use this data to assess, diagnose, administrate and offer services for workplace health and wellbeing services
- Oxford Brookes need to use this data for public health where there is public interest such as infection control and ensuring high standards of medical care or delivery
- Oxford Brookes needs to use this data for scientific or research purposes

### **What types of personal data will Brookes Sport use?**

- Contact information
- Date of Birth
- Emergency contact details
- Bank account details
- Photograph
- Facility usage

### **Who will Brookes Sport share your data with or transfer your data to?**

- Gladstone MRM Ltd - Provision of membership database and booking system
- WPM - Online payment transactions
- Innovatise GmbH (MyFitApp) - Brookes Sport app
- Bottom Line Technologies - Direct Debit management

### **Will your data be shared, transferred or stored outside the UK?**

Brookes Sport does not hold personal data on servers outside of the United Kingdom.

Web addresses for companies with whom personal data may be shared are listed below:

- Gladstone MRM Ltd - <https://www.gladstonesoftware.com/gladstone-the-most-popular-leisure-management-software>
- WPM - <https://www.wmpaymentsecurity.com/>
- Innovatise GmbH (MyFitApp) - <https://www.myfitapp.com/>
- Bottom Line Technologies - <https://www.bottomline.com/uk>

### **What rights can you have regarding your personal data which Oxford Brookes holds?**

- You have the right to be informed
- You have the right of access to your data
- You have the right to correct data if it is wrong
- You have the right to ask for your data to be deleted
- You have the right to restrict use of the data we hold
- You have the right to data portability
- the right to object to Brookes Sport using your data
- You have rights in relation to using your data automated decision making and profiling.

Your rights will depend on the legal ground used to process your data.

### **Are there any consequences if you refuse this processing?**

Brookes Sport sports and physical activity facilities are only available to registered users and so some basic information is required to access sports facilities.

For Direct Debit memberships we require bank details to set up and process monthly payments.

### **Will there be any automated decision making using my data?**

No.

### **How long will Oxford Brookes keep your data?**

Oxford Brookes will keep your data for as long as is necessary or in line with the Oxford Brookes Retention Schedule (whichever is the shorter period).

### **Whom can you contact if you have concerns?**

You can contact: the Information Security Management team via [info.sec@brookes.ac.uk](mailto:info.sec@brookes.ac.uk) if you have a concern about Data Protection matters or if you want to exercise your rights under Data Protection or Freedom of Information law; Oxford Brookes' Data Protection Officer via [BrookesDPO@brookes.ac.uk](mailto:BrookesDPO@brookes.ac.uk) who ensures that Data Protection provisions are applied lawfully in Oxford Brookes; the information Commissioner via the website [ICO.org.uk](http://ICO.org.uk). who is the national regulator for Data Protection or Freedom of Information matters.