

## OXFORD BROOKES SPORTS PRIVACY NOTICE

**Brookes Sports** is a department of Oxford Brookes University (OBU).

Here **Oxford Brookes University** is considered to be the *Data Controller* of any Personal Data that you provide and will make the decisions on how your data is to be used; and for what reasons.

This privacy notice provides the information that you need to read before sharing your personal information with Oxford Brookes; it also explains how personal information shared will be managed.

### 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 with Oxford Brookes.
- 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.
- Images – photographs, videos, and recorded data.
- Facility usage including performance data.
- Record of Interactions (observational data).

## **WHO WILL BROOKES SPORT SHARE YOUR DATA 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.
- Sport England -British Rowing.

## **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.

The web addresses for organisations with whom personal data may be shared are listed below:

- Gladstone MRM Ltd <https://www.gladstonesoftware.com/leisure-management-software>
- WPM - <https://www.flywire.com/>
- Innovatise GmbH (MyFitApp) - [myFitApp](https://www.myfitapp.com/)
- Bottom Line Technologies - <https://www.bottomline.com/uk>
- British Rowing - <https://www.britishrowing.org>

## **YOUR RIGHTS REGARDING PERSONAL DATA HELD BY OXFORD BROOKES?**

- *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.*

Please note that your rights will depend on the legal basis being used to process your data.

## **ARE THERE ANY CONSEQUENCES IF YOU REFUSE THIS PROCESSING?**

Brookes sports and physical activity facilities within the OBU are only available to registered users. Thus, some personal information is required to enable one to be granted access to these facilities and for Direct Debit memberships we will require bank details to set up and process your payments.

## **ANY AUTOMATED DECISION MAKING AND PROFILING USING MY DATA?**

No, there will be no automated decision making and profiling of your data.

## **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).

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## **WHOM CAN YOU CONTACT IF YOU HAVE CONCERNS?**

### **If you have questions or concerns about our use of your personal information?**

Please contact Oxford Brookes at [info.sec@brookes.ac.uk](mailto:info.sec@brookes.ac.uk) to ask for guidance or to make a complaint.

You can independently contact the independent Oxford Brookes Data Protection Officer at [BrookesDPO@brookes.ac.uk](mailto:BrookesDPO@brookes.ac.uk).

If you are unhappy with how we have used your data, you can also complain directly to the Information Commissioner's Office (ICO).

The ICO's address:

### **Information Commissioner's Office**

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>