

Marie Ward
Chief Executive



Comhairle Ceantair
**an Iúir, Mhúrn
agus an Dúin**
**Newry, Mourne
and Down**
District Council

NMDDC Summer Activity Programme Privacy Notice 24 June 2021

Key contact details

Name: Colleen Morrison
Address: Down Leisure Centre
Phone Number: 03301374389/ 07799893745
E-mail: colleen.morrison@nmandd.org

The type of personal information we collect

We currently collect and process the following information:

- Name, date of birth, address, postcode, medical information/needs relevant to participation in the activities for each individual attending.
- Parent/guardian information – contact details, name and telephone number, email address.
- Payment details (card holder's name, card number, expiry date, 3 digit code)

How we get your personal information and why we collect it

Most of the personal information we process is provided to us directly by you (for example, as part of your online booking or application for place on summer programme) for one of the following reasons:

- Safety and safeguarding of those participating.
- Administration and management of the summer activity programme.
- All information will be collected via the Legend booking system.
- Personal data will also be used for track and trace purposes in line with Covid-19 regulations.

We use the information that you have given us in order to report on demographics of those participating in activities and to ensure safety and safeguarding of those participating. This data will be anonymised.

We will share this information with Clanrye group coaching staff (NMDDC Summer Activity Delivery Partner) as they will be responsible for the delivery of the sessions and require knowledge of the needs of those attending. Contact details will be passed on for the sole reason that should parents/guardians need to be contacted in relation to their child.

Under the UK General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(b) We have a contractual obligation.

You are able to remove your consent at any time. You can do this by contacting colleen.morrison@nmandd.org

How we store your personal information

Your information is securely stored on the legend system. Your information is securely stored on Council's legend computerised bookings databased who's servers are based in the UK. We keep the personal information listed above for a period of one year. We will then dispose of this information by deletion on the legend system. Membership inactivity after one year automatically deletes all information related to each individual.

**Oifig an Iúir
Newry Office**
O'Hagan House
Monaghan Row
Newry BT35 8DJ

**Oifig Dhún Pádraig
Downpatrick Office**
Downshire Civic Centre
Downshire Estate, Ardglass Road
Downpatrick BT30 6GQ

0330 137 4000 (Council)
council@nmandd.org
www.newrymournedown.org

**Ag freastal ar an Dúin
agus Ard Mhacha Theas
Serving Down
and South Armagh**



Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us if you wish to make a request (see 'Key Contact' details above).

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us (see contact details on footer of first page).

You can also complain to the ICO if you are unhappy with how we have used your data. The ICO's contact details are as follows:

- ICO website: www.ico.org.uk
- ICO self-service portal: <https://ico.org.uk/make-a-complaint/official-information-concerns-report/official-information-concern/>
- Helpline: 0303 123 1114