

**1. Data Controller**

Wiltshire Council is registered as a data controller with the Information Commissioner's Office. Full details of the registration can be found at [www.ico.org.uk/ESDWebPages/Entry/Z1668953](http://www.ico.org.uk/ESDWebPages/Entry/Z1668953).

**2. Data Controller Contact Details**

We can be contacted by:

- Phone (0300 456 0100 lines open 9am - 5pm Monday to Friday)
- In person at Council offices, open Monday to Friday from 8.30am until 5.30pm (reception 9am - 5pm Monday to Friday)
  - County Hall, Wiltshire Council, Bythesea Road, Trowbridge
  - Monkton Park offices, Monkton Hill, Chippenham, Wiltshire SN15 1ER
  - Bourne Hill, Salisbury, Wiltshire, SP1 3UZ
  - Sheep Street, Devizes, Wiltshire, SN10 1DL
- In writing (Wiltshire Council, Bythesea Road, Trowbridge, Wiltshire BA14 8JN)

**3. Data Protection Officer (DPO)**

Our DPO may be contacted as above or online at [dataprotection@wiltshire.gov.uk](mailto:dataprotection@wiltshire.gov.uk)

**4. Purpose of processing**

Leisure services will process your personal information for the following purposes:

- maintaining our own accounts and records
- promoting the services we provide
- carrying out health and public awareness campaigns
- providing leisure and cultural services
- carrying out surveys
- corporate administration and all activities we are required to carry out as a data controller and public authority
- managing archived records for historical and research reasons
- crime prevention and prosecution offenders including the use of CCTV
- tracking and monitoring your usage for the programme/event/activity you registered for externally and within the leisure centres

Medical data is processed so medical support can be provided, if required, during the programme/event/activity and to monitor your progress within such programme/event/activity if you wish

**5. Legal basis for processing**

Our processing shall be lawful because the following applies:

1. the data subject has given consent to the Council for processing of their personal data for one or more specific purposes;
2. processing is necessary in order to protect the vital interests of the data subject or of another natural person;
3. processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Council;

Medical data is processed, in addition to the above, because the following also applies:

- a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes;
- b) processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services;

- c) for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of health care and of medicinal products or medical devices;

## 6. Recipients or categories of recipients

Where necessary and lawful, or when required by legal obligation, we may share information with:

- healthcare, social and welfare organisations
- debt collection and tracing agencies
- data processors
- security companies
- service providers
- healthcare professionals

## 7. Retention Period

Wiltshire Council will process your personal data for the above purposes for no longer than necessary. Retention periods have been determined for different categories on information. The information processed for the above purposes will be kept for 5 years from the date of the last recording about you. Medical data will be kept for the length of the programme/event/activity for which you registered.

## 8. Your rights

Your rights are set out in Articles 13 to 22 of the [General Data Protection Regulation 2016](#) and include:

- The right to access your personal information, to request rectification or erasure of certain personal information and to object to processing in certain circumstances.
- The right to withdraw any consent you may have given to process your personal information.
- The right to complain to the [Information Commissioner](#) if you feel we are processing your personal information unlawfully.
- The right to restrict processing activity in certain circumstances.
- The right to object to certain types of processing activity

## 9. Automated Decision Making

Wiltshire Council does not use automated decision making in respect to your personal information.