

TERMS AND CONDITIONS

These Terms form part of your Hire Agreement with Wiltshire Council (“we”/“us”). Your Hire Agreement with us is made when your Application Form has been completed by you and counter-signed by us and consists of your Application Form and these Terms. These documents together form a legal agreement between us, so by submitting your Application Form, you confirm that you and all other Attendees have read, understood and accepted the following Terms. These Terms, which are the only terms and conditions which shall apply, replace any previous version and take priority over any spoken communication between you and us.

We draw your particular attention to clause 10 (Liability and Indemnity).

1. INTERPRETATION

- 1.1. “Application Form” means the application form completed by you in our standard form for special events or regular bookings (as applicable)
- 1.2. “Attendee” means any person attending a Session or Special Event (as applicable)
- 1.3. “Booking” means all Sessions or Special Events during the Hire Period booked on your Application Form
- 1.4. “Centre” means the leisure centre including associated facilities or recreation facility owned or controlled by us identified in the Application Form
- 1.5. “Hirer” shall mean the person (must be over 18) or organisation on whose behalf the Application Form is submitted, and is also referred to in these Terms by the words ‘you’ and ‘your’
- 1.6. “Hire Agreement” means the legal agreement between us consisting of the Application Form and these Terms, and it may only be varied in accordance with clause 5
- 1.7. “Hire Fee” means the fee payable by the Hirer as detailed in the Hire Agreement that may be varied pursuant to these Terms
- 1.8. “Hire Period” means the period from our acceptance of your Application Form to the end of the Special Event or last Session booked
- 1.9. “Manager” means the Manager or Booking Co-ordinator of the Centre
- 1.10. “Payment Terms” means:
 - 1.10.1. payment in advance of the Booking
 - 1.10.2. any other terms relating to payment set out in these Terms, the Application Form or the invoice
- 1.11. “Session” means any individual session of use of facilities at the Centre booked on your Application Form if it is an Application Form for regular bookings
- 1.12. “Special Event” means any special event booked on your Application Form if it is an Application Form for special events
- 1.13. “Terms” means these terms and conditions

2. HIRER’S RESPONSIBILITY

- 2.1. You shall comply with the Hire Agreement until the Hire Period ends
- 2.2. You shall ensure that we have the name, postal address and email address for at least one individual authorised by you to deal with the Hire Agreement at all times from the submission of the Application Form to the end of the Hire Period. You shall notify us immediately should the individual or their contact details change at any point prior to the end of the Hire Period. Failure to do so may result in us cancelling the Hire Agreement
- 2.3. You shall ensure that the hired part of the Centre is vacant, clean and clear of all Attendees’ property and litter prior to the finishing time specified on the Application Form for each Session or Special Event
- 2.4. The Hirer will be responsible for keeping safe and returning any key card or access code issued by the Council to access any part of the Centre. The Hirer must not pass the key card or code on to any third party without the prior written consent of the Council. In the event of loss or damage to any key card issued, the Hirer shall pay to the Council the reasonable cost of replacing the key card (as determined by the Council at the Council’s sole discretion) within 30 days of the Council’s request
- 2.5. You shall adhere to the times of hire specified on the Application Form. Should the specified times of hire be exceeded we reserve the right to levy a surcharge not exceeding twice the hourly hire charge applicable to the relevant Session or Special Event, with a minimum surcharge of one hour
- 2.6. You must comply with all bylaws, regulations and statutory requirements whatsoever relating to the Centre or the intended use of the relevant facilities
- 2.7. The Hire Agreement is not transferable by you. You shall not sublet or assign the benefit of any permission to use the facility
- 2.8. You shall not cause or permit the facilities or Centre to be used for any unlawful, immoral or illegal activity

3. CORRESPONDENCE

- 3.1. All correspondence from you to us relating to the Booking shall be addressed to the Manager and delivered to the Centre

4. APPLICATIONS FOR HIRE

- 4.1. Your Application Form must be submitted in writing at least 30 days before the first Session or your Special Event
- 4.2. The decision to accept and confirm the Booking shall be at our sole discretion. Subject to clause 4.3, the Booking shall not be confirmed until your Application Form has been countersigned by us
- 4.3. We reserve the right to refuse any Application Form or any request to change a Booking. Please remember that each Centre has limited availability of facilities. We reserve the right to verify, or require proof of, all information given in order to obtain a Booking. Any fraudulent or incorrect information given by you could result in the cancellation of your Booking without notice

4.4. If we are unable to accept an Application Form we may at our sole discretion offer alternative dates, times or locations

5. CHANGES TO TERMS AND HIRE FEE

5.1. We may change these Terms for Health and Safety, security, regulatory or legal reasons. We will not use this right to reduce any special offer which applies to you

5.2. When we do make changes that affect you, we will give you reasonable notice of the changes that we plan to make. If you are not happy with the changes please contact the Manager within 14 days of such notification if you wish to cancel this Hire Agreement at no charge. Failure to notify the Manager within the stipulated time period may result in a charge as shown in accordance with clause 8

5.3. We reserve the right to modify and vary these Terms or to impose special conditions where the nature of any Application Form, in the opinion of the Manager, so demands

5.4. The Hire Fee is based on the cost of us making the relevant parts of the Centre available to the Hirer.

5.5. It should be noted charges do not relate to the number of people in attendance. It is a set fee. The only exception to this is for school swimming, where fees are paid per pupil

6. PAYMENT

6.1. We will invoice you and you will pay the Hire Fees in accordance with the Payment Terms, including VAT if applicable

6.2. The Manager acting reasonably has the right to amend the Payment Terms at any time if there is a bad record of previous payments by you

6.3. In any event payment must be received by us within 30 days of the invoice

6.4. Failure to pay could affect the remainder of your Booking

7. VAT

7.1. Certain block bookings by certain hirers, such as bookings for 10+ sessions, may be exempt from VAT (an "Exempt Booking"). Please contact the Manager if you would like further information. Where an Exempt Booking is cancelled or changed in such a way that it no longer qualifies for exemption from VAT, in addition to any cancellation fees due, we will invoice you for any VAT due in connection with the Booking and you agree to pay such amounts to us within 30 days of receiving said invoice

8. CANCELLATION BY THE HIRER

8.1. Any cancellation must be notified in writing to the Manager

8.2. If you cancel a Hire Agreement other than in the circumstances given in clause 5.2 then cancellation fees may apply (see below), and additional VAT may be due (see clause 7). The amount of any charge depends on when the cancellation notice is received at the Centre and determined as follows:

<i>Notice Given</i>	<i>Cancellation Fee</i>
7 days or less before first Session or Special Event	100% of Hire Fee
8 to 21 days before first Session or Special Event	50% of Hire Fee
29 days before first Session or Special Event	None – other than any costs previously incurred by the Council

9. CANCELLATION OR RESCHEDULING BY US

9.1. We reserve the right to cancel and/or reschedule any Session or Special Event at any time. For cancellations and/or rescheduling of a Session or Special Event that are not caused by events beyond our reasonable control, we will endeavour to give you as a minimum 14 days notice

9.2. In the event of cancellation of a Session or Special Event pursuant to clause 9.1 any Hire Fee already paid in respect of that Session or Special Event will be refunded less any amounts due from you to us

9.3. We will not be responsible for expenditure undertaken or loss incurred by you in connection with a cancellation or rescheduling under clause 9.1 (above)

9.4. The use by you of certain facilities within the Centre during a Session or Special Event may be withdrawn and/or varied by us at any time for any reason

9.5. In particular, we reserve the right to bring to an end the Hire Agreement and any other agreements between you and us where you breach any term of this Hire Agreement, and we will only refund any Hire Fees or other amounts already paid for future services at our sole discretion

10. LIABILITY AND INDEMNITY

10.1. We do not exclude or limit in any way liability for death or personal injury caused by our negligence or the negligence of our personnel, or any other liability which we cannot by law exclude

10.2. Subject to clause 10.1, we exclude to the fullest extent permitted by law any and all liability for loss, damage or injury incurred by you, any Attendee or any third party in connection with the Booking. You shall indemnify us and keep us indemnified against all such liability. You are responsible for arranging any additional insurance cover as appropriate in accordance with clause 11 (below)

11. INSURANCE

11.1. You are advised to take out insurance with a reputable insurance company, to cover loss of or damage to property (whether ours, yours or belonging to an Attendee or third party) and injury or death of any person caused by your negligence or that of any Attendee during or in connection with the Hire Period

11.2. You must satisfy yourself that the level of cover insured for will protect you and Attendees from any potential claim, but such cover would not normally be less than £5 million

11.3. You are notified that our insurance does not extend to property brought onto the premises, or stored, in connection with a Booking, in respect of fire, theft, loss or any other damage. You should make separate insurance arrangements in respect of such matters

11.4. Where requested, the hirer must provide a copy of Insurance Liability Cover

12. EVENTS BEYOND OUR REASONABLE CONTROL

12.1. If we are not able to provide Session(s) or Special Events for 60 days in a row or longer for reasons or events outside of our reasonable control, either you or we will be entitled to cancel this Hire Agreement immediately after giving notice in writing. By law, we do not have to pay you compensation in these circumstances and during this period

12.2. Reasons or events outside of our reasonable control could include, for example, natural disasters, a government's actions, war or national emergency, acts of terrorism, protests, riots, fire, explosion, flood, an epidemic, lock-outs, strikes or other labour disputes (whether or not they relate to our workforce), first aid situations, building maintenance and repairs, restraints or delays affecting carriers or not being able to get supplies of suitable materials on time or at all

13. ADMISSION

13.1. The Manager will advise you of the maximum number of Attendees allowed for any Session or Special Event. Under no circumstances will you allow the maximum number of Attendees to be exceeded

13.2. Any Attendee may be required to produce evidence of membership of the organisation permitted by us to use the premises

13.3. If such evidence cannot be produced, a separate admission fee may be charged. The Manager may refuse the admission of any person, or may require any person to leave the Centre without giving a reason for doing so, whether or not that person is a valid member of an affiliated organisation hiring the Centre. We shall not be liable for any compensation or loss whatsoever to the Hirer arising from such exclusions

14. RULES FOR USERS

14.1. You shall ensure all Attendees comply with signs and other published rules for use of the Centre, for example relating to vehicle parking, smoking, required activity dress and access by animals. You accept that the Manager reserves the right to exclude from the premises anyone breaking such rules and/or causing nuisance to other users of the Centre or those in nearby premises

15. SAFEGUARDING CHILDREN AND ADULTS AT RISK

15.1. Where the booking delivery results in regulated activity by the Hirer relating to children as defined in section 5 and schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012 (In this clause: a child is defined by the SVGA 2006 as any person who has not attained the age of 18), the Hirer shall, as appropriate to its performance of the Booking, have regard to the need to safeguard and promote the welfare of children in accordance with section 11 of the Children Act 2004 (as amended or replaced from time to time) and any current guidelines issued by the Department for Education in relation to that section

15.2. Without limitation to the generality of the foregoing, the Hirer shall:

15.2.1. Operate recruitment and training policies and procedures having regard to the need to safeguard and promote the welfare of children

15.2.2. Operate a child protection policy that reflects and complements 'Wiltshire's Multi-Agency and Single Agency Child Protection Procedures' (as amended from time to time)

15.2.3. Comply at all times with the provisions of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012 (as from time to time amended, extended, re-enacted or consolidated and all statutory instruments or orders made pursuant to it)

15.3. Where the delivery of the Booking results in relevant contact by the Hirer with adults at risk as defined by the Authority's policy, the Hirer shall as appropriate to its performance of the Booking have regard to the Care Act 2014, LGA Chapter 14 Guidance (published March 2016- 2nd Edition), with reference to the Wiltshire Safeguarding Adults Board (WSAB) ["Safeguarding Adults in Wiltshire" Booklet. Revised Guidance for Staff.](#)

15.3.1. Any concern that an adult at risk is being abused or neglected (i.e. being caused significant harm) must always be investigated using the Safeguarding Adults' Procedures and hirers are expected to refer any concerns in accordance with those procedures

15.3.2. The Hirer will operate recruitment and training policies and procedures for paid staff and volunteers which have regard to the need to safeguard and promote the welfare of adults at risk and shall ensure that all staff and volunteers (including potential staff) who during the course of their employment or engagement have access to or contact with adults at risk, receive adequate training in the adults at risk policies and procedures contained in this clause

15.3.3. The Hirer shall comply at all times with the Safeguarding Vulnerable Groups Act 2006 (as from time to time amended, extended, re-enacted or consolidated and all statutory instruments or orders made pursuant to it)

15.3.4. Allegations that a staff member or volunteer has abused or neglected an adult at risk must be dealt with in line with Section T of the "Policy and Procedures for Safeguarding adults at risk in Swindon and Wiltshire"

15.4. The Hirer shall use an application form that includes an explanation that the post is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as 'spent', should be declared. The Hirer should also obtain a signed statement that the person is not disqualified from

work with children, or subject to sanctions imposed by a regulatory body, and either has no convictions, cautions, or bind-overs, or has declared the details of such offences

15.4.1. The Hirer shall obtain an Enhanced Disclosure and Barring Service Disclosure in accordance with Part V of the Police Act 1997 and the exemptions to the Rehabilitation of Offenders Act 1974. Organisations registered with the Disclosure and Barring Service (DBS) can only apply for a DBS Disclosure if the position is included in this list. The Disclosure for each member of staff shall include as appropriate. A search of the new barred lists as appropriate for children or adults, one for children, one for adults at risk, which will encompass all the existing lists such as The Protection of Children Act (POCA) list, Protection of Vulnerable Adults (POVA) list, List 99 and the Disqualification Order Regime

15.4.2. Where requested, the Hirer must provide evidence showing that they are following the Authority's own storage of disclosures policy as a DBS registered body

15.4.3. The Hirer shall ensure that no person who discloses any convictions, or is found to have any convictions following the results of an Enhanced Disclosure and Barring Service Disclosure, is permitted to provide any of the Booking under this Agreement where that conviction is incompatible with the type of work being undertaken by the person supplying the Booking or where that person is found to be barred from working or applying to work with children or adults at risk

15.4.4. The Hirer shall ensure that the Authority is kept advised at all times of any person who, subsequent to the provision of the Booking under this agreement, receives a conviction or whose previous conviction(s) becomes known to the Hirer where that conviction is incompatible with the type of work being undertaken by the person supplying the Booking or where that person is found to be barred from working or applying to work with children or Adults at risk

15.4.5. Where requested in writing the Hirer will provide written confirmation that an acceptable Enhanced DBS Disclosure has been issued in respect of any person pursuant to the requirements of this clause and without liability the Authority may require the suspension of any person from carrying out booking pursuant to this Agreement until written confirmation of required clearances is given in a form reasonably satisfactory to the Authority

15.5. Where requested, the hirer must provide a copy of the relevant documentation mentioned above in clause 15

16.HEALTH AND SAFETY

16.1. For the safety of both you and the Attendees, we need you to comply with our health and safety procedures. You will discuss and agree these with the Manager before your first Session or Special Event

16.2. You shall comply with the risk control measures forming part of the risk assessment for the premises required by legislation. These measures include minimum qualifications for those leading, teaching, coaching and/or supervising activities and complying with the rules and advice of relevant Governing Bodies for particular activities. Swimming pools are also the subject of written Pool Safety Operating Procedures, including the Normal Operating Plan (NOP) and Emergency Action Plan (EAP)

16.3. The Centre you book provides multipurpose sports provision and cannot guarantee the recommendations made by Sport England or National Governing Bodies for the sport or activity being undertaken. It is the responsibility of the hirer to complete their own suitable risk assessment for their activity or sport

16.4. If requested by the manager you must provide copies of the risk assessment, relevant coaching qualifications or any other document required to ensure minimum Governing Bodies requirements

17.FIRST AID AND OTHER EMERGENCY INCIDENTS

17.1. In the event of an accident, incident and/or injury, you shall immediately alert a member of staff at the Centre, who will take the appropriate action

17.2. We may require you to provide additional first aid cover for larger Sessions or Special Events. This will be determined by risk assessment. This must be provided by an approved organisation

17.3. All first aid treatments, incidents and emergencies must be recorded in accordance with our current procedures

18.PORTABLE ELECTRICAL APPLIANCES

18.1. You must ensure that no portable electrical appliance is brought into or used in the Centre without the prior written consent of the Manager. Where the Manager permits use of a portable electrical appliance it must have been inspected beforehand in accordance with our current procedures

19.EQUIPMENT TO BE BORROWED OR HIRED

19.1. You shall notify the Manager at least 14 days prior to the start of the Hire Period of any of our equipment which you wish Attendees to use during the Hire Period. If available, we will provide the equipment to you for each Session or Special Event subject to payment by you of any applicable additional fees

19.2. Should we be unable to provide the requested equipment, you may at the Manager's absolute discretion be allowed to bring your own equipment to the Centre in which case use of that equipment will be your sole responsibility. You shall not permit any Attendee to use any equipment the Manager has not agreed may be used during any given Session or Special Event

19.3. If the Hirer finds any broken or damaged equipment it must be notified to the Council immediately before commencement of the booking, and any damage caused by the Hirer must be paid for

20.HIRER'S AND ATTENDEES' PROPERTY

20.1. You and all Attendees bring all personal belongings into the Centre at your own risk. We accept no liability for loss or damage to such property

20.2. You and all Attendees park their cars on our premises at your risk. We accept no liability for loss or damage to cars and their contents

21.PROPERTY LEFT AT CENTRE

21.1 Property may only be left at the Centre with the Council's prior permission and with the appropriate insurance as per clause 11.3

21.2 We may remove and store any property left at the Centre by you or an Attendee after the end of a Session or Special Event in breach of clause 2.3. If you fail to arrange for the property to be collected within 7 days, we may dispose of the property without further notice or liability to you or the Attendee

22.DAMAGE CAUSED BY HIRER/ATTENDEES

22.1. Without prejudice to the indemnity given by you at clause 10.2, you shall on demand pay to us an amount equal to those sums we reasonably incur in repairing or replacing (as appropriate) any damage to the Centre, its fixtures, fittings, equipment, furniture and other contents thereof, caused by you or an Attendee (fair wear and tear excluded), together with an administration fee of 10% of the cost of the repair or replacement

22.2. Without prejudice to the indemnity given by you at clause 10.2, you shall on demand pay to us an amount equal to those sums reasonably incurred by us for additional cleaning or security personnel/stewards required as a result of the use of the Centre by you and the Attendees, together with an administration fee of 10% of the cost

23.BROADCASTING, RECORDING AND PHOTOGRAPHY

23.1. You must not (and must procure that all Attendees do not) without prior written approval from the Manager:

- Take photographs in a professional capacity or for publication
- Broadcast, film or otherwise recorded at the Centre during the Hire Period

We may permit or refuse these acts at our absolute discretion, and reserve the right to charge a fee for or share any income arising from permitting such acts

23.2. Applications for consent must be made at least 28 days prior to the relevant Session or Special Event

24.MUSIC AND OTHER PERFORMANCES

24.1. If you wish to play or perform, or permit to be played or performed, any musical or other artistic work, including DVD's and videos which would infringe the intellectual property rights of any third party, you must ensure that:

- You hold valid licences allowing you to play or perform the work, or permit the work to be played or performed at the Centre
- You have provided copies of all such licences to the Manager

24.2. Save as set out in clause 24.1, you shall not play or perform or permit to be played or performed, any musical or other artistic work, including DVD's and videos which would infringe the intellectual property rights of any third party

24.3. You will indemnify us and keep us indemnified against all claims, legal fees, court fees, damages, demands, action or proceedings arising from your breach of clauses 24.1 and 24.2

25.ADVERTISING AND DECORATIONS

25.1. You shall not (and shall procure that Attendees do not) advertise or publicly announce any Booking, Session or Special Event to take place at the Centre without the prior written approval of the Manager, who shall have absolute discretion in such matters. You shall submit proofs of all intended advertising to the Manager prior to publication. You shall ensure that all such proofs and all correspondence refer to both the Centre and Wiltshire Council as its operator

25.2. You shall not (and shall procure that Attendees do not) display any notices or decorations (internal or external) at the Centre without the express permission of the Manager

26.PROHIBITION OF ALTERATIONS

26.1. You shall not alter or interfere with any fittings or equipment of or the structure of the Centre

27.CATERING AND REFRESHMENTS

27.1. We reserve for ourselves and our agents the right of sale of all refreshments in the Centre. Catering is not including within the Hire Fee unless specifically noted as such by us on the Application Form

27.2. If you would like to arrange catering services for a Session or Special Event, you shall notify the Manager of your desired catering services at least 14 days before the Session or Special Event. The Manager will advise whether we or our agents can provide the desired catering and confirm the cost. You must then tell us if you want to proceed with the catering services order at least 7 days prior to the Session or Special Event

27.3. You must not, and ensure all Attendees do not:

- Consume food or drink at the Centre not supplied by us or our agents without the Manager's prior consent
- Bring into or sell food or drink at the Centre without the Manager's prior consent
- break the provisions of the Food Safety Act 1990, as they apply to the Centre (if the Manager gives prior consent to you consuming, bringing or selling food or drink at the Centre which has not been supplied by us or our agents)

27.4. If the Manager consents to allowing sale or consumption of third parties food and drink under clause 27.3, the Manager may impose conditions on you concerning food and/or drink brought into the Centre and made available for consumption by Attendees. These may include requiring you to apply for a valid Temporary Events Notice in accordance with the Licensing Act 2003 if you wish to sell, or permit the sale or consumption of alcohol

28.SALE OF GOODS

28.1. You shall not (without the prior written consent of the Manager) sell or supply or permit any other person to sell or supply or offer for sale goods of any kind at the Centre during the Hire Period

29.GAMBLING

29.1. Without the prior written consent of the Manager you shall not hold, or permit to be held any raffle, sweepstake or other lottery on the premises during the Hire Period. If the Manager gives you such consent, you shall be responsible for ensuring that the raffle, sweepstake or other lottery complies with all applicable laws

30.ADDITIONAL SUPERVISORS/INSTRUCTORS

30.1. If you require extra supervisors or instructors for any Session or Special Event, we may be able to provide them for an additional fee. Please contact the Manager for further information

31.GENERAL

31.1. This Hire Agreement and disputes arising from it are subject to English law and the exclusive jurisdiction of the English courts

31.2. Any delay or failure to exercise a power under this Hire Agreement shall not waive such power

31.3. Nothing in the Hire Agreement confers any rights on any person under the Contracts (Rights of Third Parties) Act 1999

31.4. Each of the provisions of this Hire Agreement is distinct and severable from the others and if any provision is or becomes invalid, or unenforceable, the validity and enforceability of the remaining provisions of this Hire Agreement shall not in any be affected or impaired

32.PRIVACY AND DATA PROTECTION POLICY

32.1. **Data Protection Legislation** means any data protection legislation from time to time in force in the UK including the Data Protection Act 2018 or any successor legislation and (for so long as and to the extent that the law of the European Union has legal effect in the UK) the General Data Protection Regulation ((EU) 2016/679) and any other directly applicable European Union regulation relating to privacy. **Data Controller, Data Processor, Data Subject, and Personal Data** take the meaning given in the Data Protection Legislation.

32.2. The council is a Data Controller of Personal Data provided to it for this agreement. The council shall, where processing Personal Data on your behalf, ensure that it complies with your documented instruction regarding that Personal Data unless the council is required to do so otherwise by law. The subject matter, duration, nature and purpose of processing, the type of Personal Data and the categories of Data Subjects are set out at 32.6.

32.3. The council shall, where processing Personal Data on your behalf:

32.3.1. ensure that any persons authorised to process the Personal Data have committed themselves to confidentiality or are under an appropriate statutory obligation to confidentiality;

32.3.2. take all measures required pursuant to Article 32 of the GDPR;

32.3.3. make available to you all necessary information to demonstrate compliance with the obligations set out in clause 32.2.

32.4. The council will process the information you provide for these terms and conditions in accordance with this clause 32.

32.5. As at the date of signature, you consent to the council appointing a third-party processor (a Data Processor) of Personal Data for this agreement. The third-party processor of Personal Data will enter into a written agreement with the council incorporating terms which are appropriate to the processing of the Personal Data. The council will remain fully liable for all acts or omissions of the third-party processor appointed by it.

32.6. Processing your personal data is necessary for the performance of this contract. Wiltshire Council will use your personal data for the purposes of administering your Booking (including fees and other sums due to us), vetting people applying for the Booking, access control, providing you with services such as maintaining training, fitness, health and diet records, compiling and administering Wiltshire Council databases and internal administration such as training, detection and prevention of crime (for which we do have CCTV monitoring in certain places). We store your personal data in a secure manner within the UK. Where the information is sensitive (for example health and medical details) we take extra care of this information and will not pass it to any other parties. We will keep your data for 1 year from receiving your Application Form or the end of the last Session or Special Event (whichever is later). If you have any questions regarding the processing of personal data or you wish to see your personal data please contact dataprotection@wiltshire.gov.uk or The Corporate Information Team, County Hall, Bythesea Road, Trowbridge, BA14 8JN. A more detailed notice of what we may do with your information, and about your information rights is available at www.wiltshire.gov.uk/leisure-memberships. Any access request may be subject to a fee to meet our costs in providing you with details of the information we hold about you.