



Your privacy is important to Stevenage Leisure Limited (SLL). If you use our services or visit our sites, or if we buy goods or services from you, we collect and use certain information about you. This information, like your name, address and bank account number, is called personal data. We want you to know what personal data we have about you and how we use it. We also want you to know that you have rights over that data.

We protect your data and we will never sell it. We make sure we comply with data protection laws like the UK General Data Protection Regulation 2018 (UK GDPR) and the Data Protection Act 2018 (DPA).

Sometimes we will update this policy to make it clearer or to keep up with changes. Changes might be a new service, a different way of using your personal data or a change in the law. When we change it we will revise the 'last updated' date at the bottom of this document.

If you work for SLL please see our HR Privacy Policy.

If you have any questions please speak to your manager or contact our Data Protection Officer:

[dpo@sll.co.uk](mailto:dpo@sll.co.uk)

**07785 462 593**

**Data Protection Officer**

**Stevenage Leisure Ltd**

**Stevenage Arts & Leisure Centre**

**Lytton Way**

**Stevenage SG1 1LZ**

This is a summary of our Leisure Privacy Policy and does not replace it.

### **Personal data we collect**

We collect personal data about you if you have:

- Used our services or visited one of our sites.
- Hired our facilities or venues
- Supplied us with goods or services

The types of personal data we get depends on which services you use, what you have done at our sites or if you are one of our suppliers.

If you become a member, book an activity or buy theatre tickets for you or your family we need to collect information from you. This includes:

- Contact details



- Payment details
- Health and medical information
- Photograph (for ID)

We use your information to make sure you get the best out of our services:

- To set up and manage your account
- To provide you with the service or activity you have paid for
- To keep you safe
- To provide information that may be of interest to you and to let you know of any service changes

If you are part of our physical activity referral service we will collect information about your health and wellbeing. We will use it to check with your GP to make sure you can exercise safely and so we can recommend the right exercise programme for you.

If you visit one of our sites we will record your image on CCTV. We will use this to help us reduce crime and anti-social behaviour, as well as protect the health and safety of our users, visitors and employees. For more information about our CCTV please ask for a copy of our CCTV Code of Practice.

If you hire one of our venues or facilities or provide us with goods or services we will collect information so that we can contact you.

Sometimes we will get your information from others. For example from credit reference agencies when we set up your membership or from fitness apps that share information about your workouts.

## **Reasons we share personal data**

We share your personal data so we can use specialist software or companies to provide services to you.

For instance, we may share data for the following reasons:

- To keep you or others safe
- When required by law
- With other companies who work on our behalf (who can only use the data in the way we tell them to)

We don't sell your personal data.

## **Your rights**

The law says you can always ask us:

- For a copy of the information we have about you
- To change the information we have about you, or bring it up to date, if it is



wrong

- Change how you'd like us to get in touch with you
- To delete all the information we have about you (if we don't need it anymore)
- Tell us we can't use information about you for anyone to sell you anything

Most of the time we can do this, but if for some reason we can't, we will explain why we can't.

You can tell us if you are worried about the way we are keeping or using information about you, and want to make a complaint about this.

To do any of these, contact our Data Protection Officer by emailing [dpo@SLL.co.uk](mailto:dpo@SLL.co.uk) or by writing to:

Data Protection Officer  
Stevenage Leisure Ltd  
Stevenage Arts & Leisure Centre  
Lytton Way  
Stevenage SG1 1LZ

We will get back to you in a month – or sooner.

You can get in touch with us in any of these ways too, if you have any questions about how we keep what we know about you safe and private.

### **Security of your personal data**

SLL uses strong security protections to keep your data safe. These protections help prevent others from stealing your personal data or using it in a way that is harmful. But remember, online security is never perfect, so always be careful about what you share online.

### **How long we keep personal data**

We keep your personal data for as long as we need to provide services, comply with the law and for other legitimate reasons. You can control your data by contacting our Data Protection Officer.