UNIVERSITY OF SOUTHAMPTON PRIVACY NOTICE
(Sport & Wellbeing)

The University of Southampton’s Sport & Wellbeing value your privacy and we recognise the need to treat your personal Data in an appropriate manner.

Data refers to the personal information that we hold about you from which either on its own or in combination with other information you can be identified. A list of what data we collect is set out below.

Processing means doing anything with your Data, such as collecting, recording or holding the Data as well as disclosing, destroying or using the Data in any way.

Until 24 May 2018 we shall process your personal data in accordance with the Data Protection Act 1998 (DPA). From 25 May 2018, we shall process your personal data in accordance with the General Data Protection Regulations (GDPR).

We keep this Privacy Notice under regular review and it may be amended from time to time. You can obtain a current version at: https://www.southampton.ac.uk/sportandwellbeing/membership/terms-and-conditions.page

1. WHAT WE ARE PROCESSING

We will always collect your personal Data directly from you and will process the following Data:

(a) Biographical information relating to yourself and family members such as name, title, birth date, age and gender;
(b) Contact details for yourself and family members including address, email address and phone number;
(c) Membership details of the athletic union;
(d) Medical information;
(e) Photographs;
(f) Information about whether you are University staff or student members;
(g) Identification numbers;
(h) Online identifiers;
(i) Current interests and preferences;
(j) Attendance at the gym and activities undertaken;
(k) Bank or credit card/debit card details secured using SSL technology;
(l) Records of all contact we have with you.

2. WHY WE ARE PROCESSING IT

It enable us to:

(a) Resolve general enquiries;
(b) Assess your eligibility for membership services;
(c) Provide the membership services;
(d) Monitor attendance and activities to manage use of the facilities and to contact you with information or offers tailored to your interests;
(e) Process your payment for such membership services;
(f) Process your membership card including taking photographs;
(g) Manage any complaint or disciplinary action;
(h) Inform you about similar products that either Active Nation or we offer if you have given your consent to that.

3. LEGAL BASIS FOR PROCESSING

We will usually only process your Data where we have your consent or where we need to process it to comply with our legal obligations, however, it may also be necessary to process your Data for the protection of your vital interests, for our legitimate interests or the legitimate interests of others.

We will only process “sensitive personal data” about ethnic origin, political opinions, religious or similar beliefs, trade union membership, health, sex life, criminal proceedings or convictions, where you have given your explicit consent or where we are legally required or obliged to do so.

For any processing that is based on your consent you have a right to withdraw your consent at any time by sending us an e-mail to:

Sportandwellbeing@southampton.ac.uk

4. COOKIES

Cookies may be used by the University to collect information for the purposes of managing and improving the services on the University Network, establishing your browsing actions and patterns and preparing customised pages. You can refuse cookies, however, if you do refuse cookies you may be unable to access certain parts of the University Network. For more information about cookies on our websites please see:

https://www.southampton.ac.uk/about/governance/regulations-policies-guidelines.page#university_network_terms_and_conditions

We also collect data relating to the demographics and interests of our users via Google Analytics and cookies set by Google advertising networks. This data is used in aggregated form to help improve the site and the University’s marketing efforts. Further information and instructions for opting out of Google Analytics tracking are available at:

https://tools.google.com/dlpage/gaoptout/
5. PROCESSING FOR LIMITED PURPOSES

We will only process your Data for the specific purpose or purposes that we tell you or if specifically permitted by the Data Protection Act 1998 and will only process your Data to the extent necessary for that specific purpose or purposes.

6. AUTOMATED DECISION MAKING AND PROFILING

We will use some of the data that we obtain about you to conduct individual decision making and to build a profile of you to enable us to:
   (a) Understand our users and prospects.
   (b) Determine which communications messages you receive and their frequency.

7. ACCURATE DATA

We will keep the Data we store about you accurate and up to date. Data that is inaccurate or out of date will be destroyed. Please notify us if your personal details change or if data we hold about you is inaccurate.

8. HOLDING DATA

We create and hold your Data both electronically and on paper. We will only hold your information as long as is necessary.

9. PROCESSING IN LINE WITH YOUR RIGHTS

You have the right to:
   (a) Request access to any Data we hold about you.
   (b) Prevent the processing of your Data for direct-marketing purposes.
   (c) Ask to have inaccurate Data held about you amended.
   (d) Prevent processing that is likely to cause unwarranted substantial damage or distress to you or anyone else.
   (e) Object to any decision that significantly affects you being taken solely by a computer or other automated process and you have the right to request us to reconsider any such decision taken.

10. DATA SECURITY

Staff working within the University have a legal duty to keep information about you confidential. There are strict codes of conduct in place to keep your Data safe. Staff abide by the Data Protection Act 1998 and the University Data Protection Policy.

Maintaining data security means guaranteeing the confidentiality, integrity and availability (for authorised purposes) of the Data. As such we will ensure that suitable measures are in place to prevent the unlawful or unauthorised processing of your Data and against the accidental loss of or damage to your Data.

11. SHARING YOUR DATA

We will not share your information to a third party, for example, Active Nation, without your consent unless we are satisfied that the third party is legally entitled to the information.

We may have to disclose your Data if required to do so by law in order to comply with a legal obligation, protect or defend our rights, interests or property or that of third parties, act in urgent circumstances to protect the personal safety of University of Southampton constituents or the public, or protect against legal liability.

12. HOW DO I ACCESS MY DATA?

If you would like to access your personal Data please make a request in writing to:

The Data Protection Officer
Legal Services
University of Southampton, Highfield
Southampton, SO17 1BJ
Email: data.protection@southampton.ac.uk

You will need to be able to provide proof of identity (e.g. full name, address, date of birth). We will provide your information within 40 calendar days of receiving your request.

13. UNWANTED COMMUNICATIONS

We will, from time to time, contact you by email, post and telephone. If at any stage you are concerned about the content of these communications e.g. unwanted marketing information or wish to change how we communicate with you please contact us at: Sportandwellbeing@southampton.ac.uk to unsubscribe.

14. FURTHER INFORMATION

We also have additional policies and guidelines concerning particular activities. If you would like further information please also see the University's Publication Scheme at:

http://www.southampton.ac.uk/about/governance/regulations-policies-guidelines.page#publication_scheme

If you are unhappy with the way that we have handled your information you can contact the Information Commissioner’s Office. See their website at: https://ico.org.uk/ or contact us by email: Sportandwellbeing@southampton.ac.uk

The University of Southampton is the data controller. Our Registration Number in the Data Protection Public Register is Z6801020.