



THE ORATORY

PRIVACY NOTICE - SPORTS CENTRE (trading as Oratory Trading Ltd)

1. INTRODUCTION

Oratory Trading Limited respects your privacy and is committed to protect the personal information that you share with us. We believe that maintaining privacy is very important and we hope that you will understand both our commitment to your privacy and our methods of gathering and using information. By using the Sports Centre website or by communicating with the Company by email, you agree to the terms of this policy.

2. TYPES OF PERSONAL DATA WE PROCESS

We process personal data about Sports Centre members and companies using our Sports facilities.

The personal data we process takes different forms – examples include:

- names, addresses, telephone numbers, e-mail addresses and other contact details;
- family details;
- sports played.

3. COLLECTING, HANDLING AND SHARING PERSONAL DATA

We collect most of the personal data we process directly from the individual concerned. In some cases, we collect data from third parties (for example, referees,) or from publicly available resources.

Personal data held by us is processed by appropriate members of staff for the purposes for which the data was provided. We take appropriate technical and organisational steps to ensure the security of personal data about individuals, including policies around use of technology and devices, and access to school systems.

Some of our systems are provided by third parties, such as the Real Tennis booking system. This is always subject to contractual assurances that personal data will be kept securely and only in accordance with our specific directions.

4. PURPOSES FOR WHICH WE PROCESS PERSONAL DATA

We process personal data to support the Oratory Trading operations in running the Oratory School Sports Centre and holiday lets, and in particular for:

- The vetting of members to ensure safety and enjoyment of other members and pupils
- The safeguarding of pupils' welfare (because the Sports Centre is a non-segregated, shared facility)
- The management of security and safety arrangements (including the use of CCTV in accordance with our CCTV Policy and monitoring of the school's IT and communications systems in accordance with our Information Security Policy)

5. KEEPING IN TOUCH

We use your information to keep you informed of events and activities and to provide opportunities for you to make the most of your membership.

Please let us know if you do not want to be contacted by a.) post, email or phone about general news and events. We ask you to let us know your data preferences so that we can ensure our communications are relevant to you. You can update your data preferences at any time by emailing sportscentre@oratory.co.uk

6. HOW LONG WE KEEP PERSONAL DATA

We retain personal data only for a legitimate and lawful reason and only for so long as necessary or required by law. We have adopted Records Retention Guidelines which set out the time period for which different categories of data are kept. If you have any specific queries about our record retention periods, or wish to request that your personal data is considered for erasure, please contact the Bursar.

7. YOUR RIGHTS

You have various rights under Data Protection Law to access and understand the personal data we hold about you, and in some cases to ask for it to be erased or amended or for us to stop processing it, but subject to certain exemptions and limitations.

You always have the right to withdraw consent, where given, or otherwise object to receiving generic or fundraising communications. Please be aware however that the school may have another lawful reason to process the personal data in question even without your consent. That reason will usually have been asserted under this Privacy Notice, or may exist under some form of contract or agreement with the individual (e.g. an employment or parent contract, or because of a purchase of goods, services or membership of one of our societies).

If you would like to access or amend your personal data, or would like it to be transferred to another person or organisation, or have some other objection to how your personal data is used, please make your request in writing to the Bursar.

We will respond to any such written requests as soon as is reasonably practicable and in any event within statutory time-limits, which is one month in the case of requests for access to information. We will be better able to respond quickly to smaller, targeted requests for information. If the request is manifestly excessive or similar to previous requests, we may ask you to reconsider or charge a proportionate fee, but only where Data Protection Law allows it.

You should be aware that certain data is exempt from the right of access. This may include information which identifies other individuals, or information which is subject to legal privilege. We are also not required to disclose any pupil examination scripts (though examiners' comments may be disclosed), nor any confidential reference given by the school for the purposes of the education, training or employment of any individual.

9. CHANGE OF DETAILS

We want to ensure that all personal data held in relation to an individual is as up to date and accurate as possible. Please notify us of any significant changes to important information, such as contact details, held about you.

10. THIS POLICY

We will update this Privacy Notice from time to time. Any substantial changes that affect how we process your personal data will be notified on our website and to you directly, as far as practicable.

If you believe that we have not complied with this policy or have acted otherwise than in accordance with Data Protection Law, you should notify the schools' Information Security Officer (the Bursar). You can also make a referral to or lodge a complaint with the Information Commissioner's Office (ICO), although the ICO recommends that steps are taken to resolve the matter with us before involving them.