**Fife Sports and Leisure Trust – Privacy Notice – Climbing Events or Programme**

**WHO ARE WE?**

Fife Sport and Leisure Trust is the organisation responsible for providing sports, leisure facilities and activities across Fife. We are providing climbing activities in support of public demand for such facilities.

**WHAT INFORMATION DO WE COLLECT?**

We generally collect, use and hold information about you in order to ensure we can provide you with the services you have requested from us and if you have a membership card to access the various programmes and schemes we offer. This information may be collected in a number of ways:

* From a completed “Instructed Group” or “Supervised Guest” or “Adult User” or “Junior User” Climbing Registration form(s)
* by completion of any form in paper format or online,
* or speaking to a member of staff in one of our centres
* **Comprised:** Names, Addresses, Post Code, Date of Birth, Contact Details, Emergency Contact Details, Signed declarations, Qualifications and Parent/Guardian details\* (\*for Junior Users)

**WHY DO WE COLLECTION INFORMATION ABOUT YOU?**

We need to collect and hold information about you, in order to:

* provide the course / programme / event for which you have booked to attend
* to allow some (anonymised) analysis of data so we can improve our services or provide statistics to other bodies (for example: The Mountaineering Council of Scotland etc.)

**HOW LONG DO WE KEEP IT?**

We will not keep your personal information for longer than is necessary. We will keep your information only for as long as the purpose for which it was collected. Usually, this will be 6 years for Climbing events.

**WHO DO YOU SHARE MY PERSONAL INFORMATION WITH?**

Generally, any of your personal information will only be shared with people who work for, or with, us (for example: instructors, life-guards, etc.) in order to provide the course or activity to you. Some of your data might be shared with sport governing bodies as a condition of this programme.

**WHAT ARE MY RIGHTS?**

The law gives you the right to know what information we hold about you and to give you a copy of it, if you request it. It also gives some other rights, such as having any incorrect information about you corrected. You also have the right to complain if you feel we have used your personal data inappropriately.

If you have concerns about data protection issues or the use of your personal data by Fife Sports and Leisure Trust, please email us at: data.protection@fifeleisure.org.uk or write to us at:

Business Support Team, Fife Sports and Leisure Trust, Music Institute, East Port, Dunfermline, Fife KY12 7JA.

If, after contacting us, you feel that we have not dealt with your concerns, you can also contact the Information Commissioner’s Office (ICO) to tell them of your concern or complaint.

The ICO can be contacted in writing at:

Information Commissioner’s Office, Wycliffe House,

Water Lane, Wilmslow, Cheshire, SK9 5AF

or telephone: 0303 123 1113

or online: <https://ico.org.uk/make-a-complaint/>