**Fife Sports and Leisure Trust – Privacy Notice –Health Programmes**

**WHO ARE WE?**

Fife Sport and Leisure Trust is the organisation responsible for providing sports, leisure facilities and activities across Fife. As part of these activities we provide health programmes to support people living with long -term conditions.

**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, or organisations who have referred you to 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 referral via NHS Fife, your doctor or dietician etc.
* by completion of a form in paper format or online,
* or speaking to a member of staff in one of our centres.

**WHY DO WE COLLECT 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: Local Council, NHS etc.)

* to contact you about voluntary participation in surveys or evaluations of the programmes

**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.

**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 personal (health) data may be shared with NHS Fife and/or your doctor if it is a condition of the programme you are on. We may also share anonymised data with companies we have asked to analyse the data for us, however they may only use the data for the purposes we ask them to.

**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](mailto: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/>