 **Privacy Notice – USW FitZone**

The University of South Wales is the data controller with regard to this personal information, and it is committed to protecting the rights of individuals in line with the Data Protection Act 1998 (DPA) and the new General Data Protection Regulation (GDPR). The University of South Wales has a Data Protection Officer who can be contacted through dataprotection@southwales.ac.uk

**What information we collect?**

* USW FitZone only holds the information you have given to us either online or in person at USW FitZone.
* This information may contain personal data including your name, date of birth, sex, address, telephone number and information about your health.
* Additionally, images of you will be recorded as the University and USW FitZone CCTV throughout its estate.

**Why we collect this information?**

* To be able to administer your membership and/ or your bookings at USW FitZone.
* To safeguard and promote the welfare of our customers.
* To contact customers should it be necessary for example, if a class/ course that you are booked onto is cancelled we will notify you.
* For analysing usage of USW FitZone facilities in order to help improve our services.
* To help to ensure student, staff and the public’s safety and security.
* If we contact you to promote our services, we will gain your consent first.

**What is our legal basis for processing?**

In processing the personal data of our customers, USW FitZone relies upon the following legal basis as appropriate:

* Processing is necessary for the performance of a contract with the data subject.

**Who are the recipients or categories of recipients?**

Where necessary personal information will be shared internally within the faculties and departments across the University. Such sharing will be subject to confidentiality protocols and access restrictions.

This section outlines the major organisations to which we may disclose data:

* Police and Security Services, where appropriate data protection protocols have been followed.

Personal data may also be disclosed when legally required or where there is a legitimate interest, either for the University or the data subject, taking into account any prejudice or harm that may be caused to the data subject.

The University may also use third party companies as data processors to carry out certain administrative functions on behalf of the University. If so, a written contract will be put in place to ensure that any personal data disclosed will be held in accordance with the data protection laws.

**Transfers to third countries and the safeguards in place**

Data will not be transferred outside the EU.

**Retention of data**

All data held about USW activities and all personal data will stored securely and appropriately in line with the [University’s Retention Schedule](http://uso.southwales.ac.uk/media/files/documents/2015-09-03/UniversityRecordsRetentionSchedulev0_5_03092015.pdf)

This Schedule is reviewed periodically and it serves to determine how long certain information will be retained.

**Security of data**Data Protection legislation requires us to keep your information secure. This means that your confidentiality will be respected, and all appropriate measures will be taken to prevent unauthorised access and disclosure. Only members of staff who need access to relevant parts or all of your information will be authorised to do so. Information about you in electronic form will be subject to password and other security restrictions, while paper files will be stored in secure areas with controlled access.

Some processing may be undertaken on the University’s behalf by an organisation contracted for that purpose. Organisations processing personal data on the University’s behalf will be bound by an obligation to process personal data in accordance with Data Protection legislation.

**Your rights**

You have a right to access your personal information, to object to the processing of your personal information, to rectify, to erase, to restrict and to port your personal information.

Please visit the [University Data Protection webpages](http://uso.southwales.ac.uk/ig/dp/) for further information in relation to your rights.

Any requests or objections should be made in writing to the University Data Protection Officer:-

University Secretary’s Office,

University of South Wales
Pontypridd,

CF37 1DL

Email: dataprotection@southwales.ac.uk

If you are unhappy with the way in which your personal data has been processed you may in the first instance contact the University Data Protection Officer using the contact details above.

If you remain dissatisfied then you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

Information Commissioner’s Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF

[www.ico.org.uk](http://www.ico.org.uk)