

## **PRIVACY NOTICE FOR ALL DATA PROCESSING ACTIVITIES**

### **SPORT ASTON**

#### **Data Collection and Privacy Notice**

Aston University (“the University”) processes personal data as a “Data Controller” as defined in the Data Protection Act 1998 (“the DPA”) and the General Data Protection Regulation (Regulation (EU) 2016/679) (“the GDPR”). This notice relates to information about you which will be collected by the University and processed as described below. This notice may be updated at any time. You can download a pdf version of the most up to date version and our Data Protection Policy and Procedures at [www.aston.ac.uk/dataprotection](http://www.aston.ac.uk/dataprotection).

Your personal data will be processed in compliance with the Data Protection Act 1998, and from 25 May 2018 with the General Data Protection Regulation (GDPR).

#### **What we collect**

The personal data which we process includes personal details about you such as your name, address, date of birth and contact information. We also collect payment information so that we can process your payments to us.

We may collect information about your health and disability status, which is classed as “Sensitive Personal Data” under the DPA, and “Special Category Data” under the GDPR. This may be as a result of information you have given us during registration or induction, or we may become aware of it during the course of our dealings with you.

We may also process still and video images of you on our CCTV system. These will be used for security purposes only.

#### **Your rights**

Under the DPA and the GDPR you have certain rights over how your data is processed, including the right to know what information is processed about you and how it is processed.

Under the General Data Protection Regulation you will have the right of access to your personal information. You will also have additional rights i.e. the right to rectify inaccurate information; restrict processing; and object to processing. These rights are limited in certain circumstances by the GDPR, and may be limited further by future UK legislation where data is only processed for research or statistical purposes.

#### **Automated decision-making**

The University will not use your personal data to make automated decisions about you. “Automated decisions” are defined as decisions made without human intervention.

#### **Data transfers to other countries**

Your personal data may be transferred to countries outside the European Economic Area for the purposes described above. Your personal data will only be transferred to countries whose

data protection laws have been assessed as adequate by the European Commission, or where adequate safeguards are in place to protect your personal data.

### **How we process your data**

The University will process your personal data for the following purposes.

#### **Purpose 1 – To register you as a customer at Sport Aston and to manage your membership**

We will process your personal data in order to register you as a customer and to enable us to manage your membership, including sending reminders that it is time to renew. We may collect information about your health and disability status, which is classed as “Sensitive Personal Data” under the DPA, and “Special Category Data” under the GDPR. We will also collect your payment information if you need to make any payments to us.

#### **Legal basis for processing your information for Purpose 1**

We will process your personal data for Purpose 1 on the grounds of our legitimate interest (GDPR Article 6(1)(f)). We will process Special Category Data that we have become aware of as a result of you registering or using our facilities and we will only use it in the course of providing you with our services.

#### **Purpose 2 – Security**

Your safety and security is very important to the University. We will therefore process your personal data, including images captured by CCTV, to ensure the safety and security of you and your possessions, and to secure the University’s campus. In certain circumstances we may also use body-worn video cameras. The use of CCTV on our premises is governed by Aston University’s CCTV Code of Practice which can be found at <https://www2.aston.ac.uk/about/security/cctv>.

#### **Legal basis for processing your information for Purpose 2**

We will process your personal data for Purpose 2 on the grounds of our legitimate interest (GDPR Article 6(1)(f)).

**Purpose 3 – To keep you informed about our services**

We would like to keep you informed about services that may be of interest to you, based on your past dealings with us. This may include communications sent by email or post.

**Legal basis for processing your information for Purpose 3**

We will process your personal data for Purpose 3 on the grounds of your consent (GDPR Article 6(1)(a)). You have the right to withdraw your consent at any time. Please indicate whether you agree to this type of processing by ticking one of the boxes below.

**Consent**

I consent to my personal data, including my personal email address, being processed for the purposes of receiving marketing communications by post and by email. I understand that I may opt out of receiving these communications at any time.

**Yes/No**