



Date Created: 23/09/20  
Date Published: 25/09/20  
Version Number: 1.00

---

<b>Service Area:</b>	Communities
<b>Work Area:</b>	Sports & Leisure Services
<b>Contact Details:</b>	01443 863072 leisure@caerphilly.gov.uk
<b>Privacy Notice Name:</b>	Covid 19 - Active Gwent Initiative (Caerphilly County Borough Council)
<b>Description of Privacy Notice:</b>	This Privacy Notice will explain how your information may be shared or received by Caerphilly County Borough Council (CCBC) under the Active Gwent Initiative.

## How we will use your information

### Purpose and legal basis for using your information

#### Purpose of processing

Due to local Covid 19 lockdowns in Wales, individuals are currently no longer able to travel across county boundaries to use gym / leisure facilities, if:

- the individual lives in a county under local Covid 19 lockdown, or
- the gym / leisure facilities are in a county under local Covid 19 lockdown.

The importance of physical activity has never been more important and so the following providers across Gwent have partnered to temporarily allow members to use local gym / leisure facilities provided by one of the partners whilst the local lockdown remains in place, using existing gym / leisure membership.

- Aneurin Leisure (Blaenau Gwent),
- Caerphilly County Borough Council Sport & Leisure Services,
- MonLife (Monmouth),
- Newport Live
- Torfaen Leisure Trust.

This new initiative, called Active Gwent, will be available until 31st October 2020 initially and kept under review following Welsh Government updates. Members will remain members of their usual gym / leisure provider and when local lockdowns are lifted, they will be able to return to their usual facilities.

Members who are eligible for this initiative will be contacted by their usual gym / leisure provider with more details on how to gain access to local gym / leisure facilities. In order to administer this initiative and access additional gym / leisure facilities, information in respect of the gym / leisure member of those eligible for this initiative will need to be shared from the usual provider to the local gym / leisure provider.

### **Legal basis for processing**

We are sharing / receiving your information with your consent.

In order for the processing of personal data to be lawful under the General Data Protection Regulations 2016, a valid condition from Article 6 of the Regulations must be identified, which is outlined below:

Art 6(1)(a) - the data subject has given consent to the processing of his or her personal data for one or more specific purposes;

## **Source and type of information being processed**

### **Categories of personal data**

- Name
- Home address
- Contact details (email and telephone)
- Date of birth
- Type of membership (pool/gym etc.)

Your information detailed above will be shared from your usual gym / leisure provider (from those providers detailed above) to your local gym / leisure provider (from those detailed above).

## **Who will have access to your information**

### **Identity of Data Controller and Data Protection Officer**

The Data Controller for your information is Caerphilly County Borough Council. The Data Protection Officer is:

Ms Joanne Jones  
Corporate Information Governance Manager / Data Protection Officer  
Email: [dataprotection@caerphilly.gov.uk](mailto:dataprotection@caerphilly.gov.uk)  
Tel: 01443 864322

If under the Active Gwent Initiative your information is shared with another provider, they will become the Controller in respect of your information that has been shared with them.

### **Details of main users of your information**

Caerphilly County Borough Council's Sports & Leisure Services.

As above, if under the Active Gwent Initiative your information is shared with another provider, they will become the Controller in respect of your information that has been shared with them.

Members will remain members of their usual gym / leisure provider and when local lockdowns are lifted, they will be able to return to their usual facilities.

### **Requests for information**

All recorded information held by Caerphilly County Borough Council may be subject to requests under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and Data Protection legislation.

If the information you provide is subject to such a request, where possible Caerphilly County Borough Council will consult with you on its release. If you object to the release of your information we will withhold your information if the relevant legislation allows.

## **How long will we retain your information**

### **Details of retention period**

How long Caerphilly County Borough Council retains information is determined through statutory requirements or best practice.

If your membership has temporarily been transferred to us, your details will be retained for 7 years.

If your membership has been transferred from us, your information will be subject to the retention periods of your local gym / leisure provider. Further details on retention of data and other matters can be obtained from them.

Blaenau Gwent – Aneurin Leisure [aneurinleisure.org.uk](http://aneurinleisure.org.uk)

Monmouthshire – MonLife – [www.monlife.co.uk](http://www.monlife.co.uk)

Newport – Newport Live – [www.newportlive.co.uk](http://www.newportlive.co.uk)

Torfaen – Torfaen Leisure Trust - [torfaenleisuretrust.co.uk](http://torfaenleisuretrust.co.uk)

## **Your Rights (Inc Complaints Procedure)**

### **Your rights under the Data Protection**

Data Protection gives data subjects (those who the information is about) a number of rights:

- The right of subject access – Application forms for this process are available on our website: [SAR Form](#)
- The right to be informed
- The right of rectification
- The right to erasure
- The right to restrict processing
- The right to object
- The right to data portability
- Rights in relation to automated decision making and profiling.

Further information on your rights is available from: [www.ico.org.uk](http://www.ico.org.uk).

To enact your rights please contact the service area detailed on the top of this form.

## **Complaints Procedure**

If you are unhappy with the way that Caerphilly County Borough Council has handled your request / information, you have the right of complaint. Please contact the Service Area detailed at the top of this document outlining your issues.

If you remain unhappy you also have a right of complaint to the Information Commissioner's Office. Please follow this link for further information on the complaints process.

[www.caerphilly.gov.uk/My-Council/Data-protection-and-freedom-of-information/Questions-and-complaints](http://www.caerphilly.gov.uk/My-Council/Data-protection-and-freedom-of-information/Questions-and-complaints)

---

# Summary Privacy Notice

---

## How we will use your information

If you are eligible for the Active Gwent Initiative, with your consent, your details (name, home address, contact details, data of birth and type of membership) will be shared with the relevant partner in order for you to access their facilities during the current local Covid 19 lockdowns in Wales. In respect of data shared, the receiving organisation will become the controller in respect of this. For further information on how they will use your data, please contact that organisation.

You have a number of rights in relation to the information including the right of access to information we hold about you and the right of complaint if you are unhappy with the way your information is being processed.

For further information on how we (Caerphilly County Borough Council) process your information and your rights please click the following link:

[{Hyperlink to Full Privacy Notice on our website}](#)