

Key Privacy Information for All Users of Canons Sports Centre

This notice contains the key information about **how** and **why** we collect your personal information and **what** we do with that information. Personal information is information that identifies you and relates to you. For example, information about your address, your bank account and medical information.

We strongly recommend reading the full version of our Users' Privacy Notice which is published on the Canons' website and can be found here [Privacy Policies - North London Collegiate School \(nlcs.org.uk\)](https://www.nlcs.org.uk/privacy-policies). You can also obtain a copy of the full privacy notice by contacting Canons via email CanonsSportsCentre@nlcs.org.uk, telephone 0208 951 5402 or by writing to the Canons Sports Centre Manager at *Canons Sports Centre, North London Collegiate School, Canons Drive, Edgware, HA8 7RJ*. The full version includes additional points, such as, the rights you have in your information including what decisions you can make about your information, for how long Canons retains your personal information and our legal bases for using your personal information.

Canons' primary reason for using your personal information is to provide health and fitness services to you (and your family).

We set out below examples of the different ways in which we use your personal information and where that personal information comes from.

- We will have your name, address, telephone number and e-mail address so that we may get in contact with you – particularly in the event of a short-notice change to schedules or an emergency.
- We will use your bank details, or those of the person who pays for you, to process your Canons membership.
- We will use dates of birth to identify if you would be entitled to a student or young person discount on membership.
- We may, if you have given it to us, have information on your health or any special needs that you might have to be able to undertake an activity in the Sports Centre.
- We will use the contact details for your next of kin if you are a child.
- We use CCTV to help us keep the Sports Centre safe and may use your image if captured by the Canons' CCTV system whilst engaging in activities in the Sport Centre. We do not use CCTV in private areas, such as the changing rooms.
- We generally receive personal data from you (or in the case of child users, from your parents/guardians).
- We may take photographs or videos of you in the Sports Centre to use on social media and on the Canons website. This is to show prospective users of the Sports Centre what we do here and to advertise Canons. We may continue to use these photographs and videos after you have left Canons.
- We will send you information to keep you up to date with what is happening at Canons. For example, by sending you information about events and activities.
- In some situations, we may need to share your information with North London Collegiate School (NLCS), for example, if you were involved in a serious incident in the Sports Centre or if we needed to contact you regarding membership fees.
- Occasionally, and in accordance with our legal obligations, we may need to share information with local authorities, such as Harrow Council, the police, our legal advisors, and our insurers.

The person responsible for managing how we look after personal information is the Data Protection Lead, who may be contacted on dataprotection@nlcs.org.uk. The Sports Centre Manager can answer any questions which you may have about how we use your personal information. They may be contacted on CanonsSportsCentre@nlcs.org.uk or by telephone on 0208 951 5402.