**How we use your Personal Data**

**What is Personal Data?**

“Personal Data” means any information that relates to or identifies you as an individual.

**Purpose of this Notice**

This Notice explains how we will collect and use your personal data.

Liverpool Hope University is the Data Controller for personal data that we process about you. The University is registered, as a Data Controller with the Information Commissioners Office and manages personal data in accordance with the University’s Data Protection Policy.

Throughout this Notice, “University”, “we”, “our” and “us” refers to Liverpool Hope University and “you” and “your” refers to members of staff and students at the University.

Anything you are not clear about please contact our Data Protection Officer who can answer any queries you may have concerning this Notice or in any way that we process your personal data. Our Data Protection Officer’s contact details are at the end of this Notice.

**What information does the University collect?**

The University sports facility, Hope Park Sports collects and processes a range of information about you. This includes:

Your name, telephone number, date of birth, e-mail, Liverpool Hope ID number and emergency contact details so that your Sports facility membership can be managed and processed effectively.

**Where does the University get your personal data from and how is it processed?**

Your personal data is obtained from you in the first instance and then by the University on-line store. The on-line store is where your sports facility membership is purchased. To facilitate this process correctly and to ensure that your subsequent membership relates to you only, you are required to submit certain personal information. This data is minimal but is appropriate and required by us to manage and process your membership application.

Your personal information is created, stored and transmitted securely in a variety of paper and electronic formats. The formats used will include the use of e-mails, the university on-line store, and a Sports Complex Leisure Management IT System that will manage your membership on a day-to-day basis. Access to your personal information is limited to staff employed at Hope Park Sports and university staff that have a legitimate interest in it for the purpose of carrying out their contractual duties. Use of your personal information will not be excessive.

**What is the purpose and legal basis of the processing?**

Hope Park Sports will process your personal information for a range of purposes that will relate to your Sports Complex Membership including the following:

* Membership Notices
* New Programmes of Physical Activity
* Sports Events
* Fitness Class Promotions
* Changes in Condition of Use
* Matters relating to the Sports Facility Membership

If we require your consent for any specific use of your personal information, we will collect it at the appropriate time and you can withdraw this at any time.

The data that we collect is a pre-requisite of your Sports Facility membership. It is collected to identify you as the person registering as the member and is needed to avoid personage by others. Your membership must belong to you and the data that we collect must reflect this; your Health Safety is integral to your membership safety and well-being and therefore obtaining the correct data about you and you only is pre-requisite of our responsibility towards you as a member of the Hope Park Sports Complex.

**Who will my personal data be shared with?**

Your data will be shared with staff members at Hope Park Sports and other interested internal departments of the university on specific occasions.

**Is my data transferred outside of the UK?**

In rare and exceptional circumstances, the above types of sharing may involve the transfer of your personal information outside of the UK (e.g. to report to an overseas research funder, to arrange Global Hope placements). Such transfers usually are necessary in order to conduct our routine business with you and to meet our contractual obligations with you, and are carried out with appropriate safeguards in place to ensure the confidentiality and security of your personal information.

**Retention of your personal data**

The information that we obtain will be retained for a period of 3 years after you cease to be a member of Hope Park Sports, and it will then be deleted from our system.

**How does the University protect data?**

The University takes the security of your data seriously. The University has internal policies and controls in place to try to make sure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. For more information, please see the Data Protection Policy available on www.hope.ac.uk

In rare circumstances where third parties process personal data on behalf of the University, they do so on the basis of written instructions, are under a duty of confidentiality and must make sure that they have appropriate technical and organisational measures in place to keep the data secure.

**Your rights as a Data Subject**

We thought it would be helpful to set out your rights under data protection legislation and guidance:

You have the right to:

* withdraw consent where that is the legal basis of our processing;
* access your personal data that we process;
* rectify inaccuracies in personal data that we hold about you;
* be forgotten, that is your details to be removed from systems that we use to process your personal data;
* restrict the processing in certain ways;
* obtain a copy of your data in a commonly used electronic form; and
* object to certain processing of your personal data by us.

Please see https://ico.org.uk/ for further information on the above rights. You may also contact the Data Protection Officer for further information.

You have a right to complain to the Information Commissioner’s Office about the way in which we process your personal data. Please see https://ico.org.uk/.

**Concerns and contact details**

If you have any concerns with regard to how your personal data is processed or have a query with regard to this Notice, please contact our Data Protection Officer, Sally Merriman - merrim@hope.ac.uk.

Our general postal address is Liverpool Hope University, Hope Park, Liverpool, L16 9JD.

Our telephone number is +44 (0)151 2913478.

**Are changes made to this document?**

This Notice was updated on 25th July 2023. It is reviewed when necessary and at least annually. You will be notified via our webpage or by e-mail of any changes that occur.