

Privacy Notice

The **UK General Data Protection Regulations (UK GDPR)** and the **Data Protection Act 2018 (DPA18)** gives individuals the right to be informed about how organisations use their personal data. This information is provided in the form of a Privacy Notice. The notice provides general information on the way in which the personal information you provide is managed and processed by Active4Today (the 'data controller').

The data controller and contact details

Active4Today is the Data Controller for the personal data you provide. The contact details for you to exercise any of your data protection rights or to raise any concerns you may have regarding your personal data are:

Senior Information Governance and Data Protection Officer
Newark and Sherwood District Council
Castle House
Great North Road
Newark
Nottinghamshire
NG24 1BY

Email: Privacy@newark-sherwooddc.gov.uk

Tel: 01636 655216

You have a right to access and correct any information we hold about you. For any questions about this privacy notice please contact enquiries@active4today.co.uk

Information we collect about you

We may collect and process the following data about you:

- Information provided voluntarily by you. For example, when you register for information, apply for membership or make a comment or complaint
- Evidence documents to verify eligibility for the concession memberships (which include discounts for corporate, student, over 60 customers and those in receipt of benefits)
- Information that you provide when you communicate with us by any means such as email, letter, online form, social media or telephone call
- Information collected using cookies on your computer about how you browse our website
- CCTV images are collected for health and safety and security purposes and are only held for 30 days
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Use of your personal data

The information you have provided to Active4Today will be used by us to provide leisure services.

We are legally able to process your personal data:

- When you have freely and explicitly provided your **consent** to this processing or
- When your personal data forms part of a **contract** between you and Active4Today

For concession memberships, the evidence requested will vary depending on the type of concession, you can remove personal identifiable and special category data from the evidence, for specific details on what evidence can be provided please contact enquiries@active4today.co.uk.

The consequence of you not providing personal information to us is that we will be unable to process your enquiry, assessment or application.

Sharing of personal data

The personal information you provide will not be shared for any other purpose unless required by law, to prevent or detect crime or to protect public funds.

Additionally we use third parties to host and provide our membership database.

The categories of organisations we may share your personal information with are:

- Statutory bodies
- ICT partners
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Concession membership evidence is only used by Active4Today to verify the membership, it will not be shared with or sold to any third parties.

Protecting your personal data

Your unpublished personal data will be kept secure by Active4Today and will be kept within the European Economic Area (EEA). Where we use a third party to store your personal data and it is stored outside of the UK/EEA, we will ensure that appropriate safeguards are in place to keep your personal data secure.

Keeping your personal data

We will keep your personal data in accordance with our retention schedule, unless you explicitly request it to be removed. This right to have your data removed is not an absolute right, for example, we will need to retain your data if this information forms part of a statutory or legal obligation, public registry or an existing contract.

Active4Today App

The app collects and processes limited health and fitness data only as necessary to provide core fitness and activity-tracking functionality.

Subject to user consent, this may include workout and activity information such as activity type, duration, distance, time, calories burned, step counts, and activity status obtained from system health platforms, including Google Health Connect on Android and Apple Health on iOS.

This data is used solely for displaying activity history, generating fitness insights, enabling in-app challenges, and supporting app functionality.

Health and fitness data is not used for advertising, marketing, or profiling, is not sold or shared with third parties, and access permissions may be reviewed or revoked at any time through device settings.

The app does not collect or process sensitive health or medical information.

What are cookies?

Our website puts small files (known as 'cookies') onto your computer to collect information about how you browse the council's site.

Cookies are used to:

- measure how you use the website so it can be updated and improved based on your needs
- recognise the browser you use
- track new and returning users

You can disable cookies but this may have an impact on your experience when using the website. [Advice on cookies from the Information Commissioner's Office](#)

Your responsibilities

- Only provide personal information pertinent to its intended use
- Tell us as soon as possible if any of the personal information you have provided has changed, for example, your address or other contact details.

Your rights

There are a number of rights that you may exercise depending on the legal basis for processing your personal data. In most cases, these rights are not absolute and there may be compelling or overriding legal reasons why we cannot meet these rights in full. This will be explained to you in more detail should you contact us for any of the reasons detailed below:

- request a copy of the personal information the Active4Today holds about you
- to have any inaccuracies corrected
- to have your personal data erased
- to place a restriction on the Active4Today processing of your data
- to object to processing and
- to request your data to be ported (data portability)

Where the processing of your personal data is based on your consent, in most circumstances you have the right to withdraw that consent at any time and we will act on your instructions.

If you have any concerns about how we process your personal data or wish to discuss how to exercise your rights, you should contact the Council's Information Governance Officer. You also have the right to make a complaint to us by contacting Active4Today Ltd by emailing enquiries@active4today.co.uk.

Once you have exhausted the Active4Today complaints procedure, you may wish to complain directly to the Information Commissioners Office (ICO). You can do this by writing to them at:

Information Commissioners' Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
Telephone: 0303 123 1113

Or you can [report a concern to the ICO online](#)