

Privacy Notice London Borough of Camden Camden Sports and Physical Activity Service

The name and contact details of the data controller : London Borough of Camden, Judd Street, London. WC1H 9JE Phone 020 7974 4444

The name and contact details of the Data Protection Officer: Andrew Maughan, Borough Solicitor dpo@camden.gov.uk

The purpose of the processing

We are processing your data so we can provide your child access to the available sports and physical activities within the borough led by the council. We collect data to ensure we are aware of who all the participants are that have enrolled onto sessions for our and their safety. Activities and sessions can be tailored for specific special educational needs, disabilities or medical conditions.

The legal basis for processing

Except for the cases below our legal basis for processing is Article 6(1) (a) Consent and for Special Category data Article 9 (2)(a) Explicit consent.

Where we process data for safeguarding purposes the legal basis is article 9(2)(g) Reasons of substantial public interest (with a basis in law) with the DPA18 Schedule 1 Part 2 condition being para 18 Safeguarding of children and individuals at risk and the underlying law being Children Acts.

The Categories of Personal Data

- Name (parent/guardian and that of participating child)
- Date of Birth
- Gender
- Address
- Contact number
- Email address
- Records of all financial transactions between us and whether you qualify for subsidies or benefits.

The Categories of Special Category (Sensitive) Data

- Ethnicity
- Disabilities
- Medical information
- Special Educational Need

The categories of recipients that the council has or will disclose the data to.

We will share details of special education needs, disability or medical information with the relevant coach/staff members to ensure they receive the attention required and to also ensure the safety of your child.

We will not disclose your information to other organisations unless the law allows or requires us to and there is a good reason to do so. For example we will share information with the Police where there are concerns around illegal behaviour.

For information on our general data processing please see www.camden.gov.uk/privacy

The criteria used to decide the retention period

We will keep your personal data for a period of eight years after you have stopped using our service. This is except where you owe us money. Then we will keep the information for six years or until the debt is paid.

Whether the council will transfer their data out of the EU/EEA.

We will not transfer your Personal Data outside the EU/EEA.

Automated decision Making and Profiling.

We are not using automated Decision Making or profiling to process your Personal Data

What information is mandatory or part of a statutory or contractual requirement or obligation for you to provide and the consequences of not providing the information

No information is mandatory for you to provide but if you do not provide it, you/your child won't be able to access the services.

Your Data Subject Rights

You have the right to request a copy of the information we hold about you, the right to ask us to rectify, erase or restrict processing of your data, the right to ask for data portability, the right to object to automated decision making, and if we are relying on consent the right to withdraw consent at any time. There are some exemptions to these rights.

Please see our website [Your rights - Camden Council](#) and the ICO [Individual rights | ICO](#) for more information. To exercise your rights please see our form [Your rights - Camden Council](#)

You may have the right to a judicial remedy in respect of your rights. You can also complain to the Information Commissioner's Office (ICO) without charge, at the Information Commissioner's Office. Telephone: 0303 123 1113 , live chat <https://ico.org.uk/global/contact-us/live-chat/> or webform <https://ico.org.uk/global/contact-us/> However before you do so please contact us at dpo@camden.gov.uk so the Data Protection Officer can review the matter which will allow an opportunity for an informal and therefore speedier resolution.