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| This Privacy Notice is for you to know what Monmouthshire Council will do with your personal information.  Monmouthshire Council is the Data Controller for your information and the contact address is:  Monmouthshire County Council  County Hall  The Rhadyr  Usk  NP15 1GA  Monmouthshire’s Data Protection Officer’s details are:  Joanna Grenfell  01633 644744  [dataprotection@monmouthshire.gov.uk](mailto:dataprotection@monmouthshire.gov.uk) |
| **Directorate: Enterprise**  **Service Area: MonLife, MonActive**  **Contact Details:** [rebeccaperry@monmouthshire.gov.uk](mailto:rebeccaperry@monmouthshire.gov.uk)  07970946538  **Privacy Notice Name: MonLife Membership Form** |
| Your GDPR & Data Protection rights are:   * You have the right to be informed about your personal information * You have the right to get access to your personal information * You have the right to ask us to rectify/correct your information * You have the right to ask for your information to be erased the right to be forgotten * You have the right to ask us to restrict the processing/what we do with your personal information * You have the right to ask for your information in a portable format * You have the right to object to us processing your information * You have rights in relation to any automated decision made about you * You have the right to make a complaint to supervisory Authority this is the Information Commissioners Office (ico.org.uk). * You can also make a complaint to us directly using the contact details in this notice * If you gave us your consent you have the right to withdraw it at any time |
| How did we collect this information about you?  We collected this information from you via a membership form, over the phone through DD Mandate or through an online application. |
| What types of personal information do we collect about you?  Name  Address  Postcode  DOB  Email  Telephone number  Medical information  Nationality  Signature  Occupation  Gender  Photo - Please note that a photo will be taken to add to your MonLife membership as outlined in the terms and conditions.  This is for security purposes only and will be stored on a secure system. |
| How do we collect this information?  Application forms  Online forms  Front of House  Over the telephone  Through My Monmouthshire  DD Mandate |
| To collect and process your personal information we must have a reason and a legal basis  We have your consent which you can withdraw at any time for certain parts of the processing of your data and for other processing we have a contractual obligation |
| What will we do with your personal information, who will we share it with?  Internal departments  Welsh Assembly  Other agencies including Clarity, Cascade, Alliance Leisure and Technogym |
| We will store and keep your data for a fix period, or occasionally if there is a legal reason we may never delete your information.  In these circumstances we will keep your information in line with MCC’s current Retention Schedule, it is 6 years plus current – this will run from the last transaction date recorded against their membership on Clarity |
| How do we keep your information secure?  All paper copies are stored in a lockable secure area.  All membership data is hosted on SRS Servers  Membership data is stored on Clarity which has sufficient security measures |

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|  | **Date Created: 23/07/20**  **Date Published:**  **Version Number:**  **Revision date:** |  |