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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 HallThe RhadyrUsk NP15 1GAMonmouthshire’s Data Protection Officer’s details are:Kathryn Evans01633 644407dataprotection@monmouthshire.gov.uk |
| **Directorate: Enterprise** **Service Area: MonLife, MonActive** **Contact Details:** 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
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| 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 AddressPostcodeDOBEmailTelephone numberMedical informationNationalitySignatureOccupationGender |
| How do we collect this information?Application formsOnline formsFront of HouseOver the telephoneThrough My MonmouthshireDD 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 ServersMembership data is stored on Clarity which has sufficient security measures |

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|  | **Date Created:****Date Published:****Version Number:****Revision date:** |  |