

# CHILDREN & YOUNG PERSONS PRIVACY NOTICE



leisure

## Who are we?

We (KA Leisure) are an organisation who manage leisure facilities throughout North Ayrshire. You can find a full list of these facilities [here](#).

## What is personal information?

This is any information about you that can identify you. Some examples of **personal information** are:

- Your name
- The date you were born
- Where you live
- Where you go to school

## Special Category Data

There is another type of personal information called '**special category data**'. This is used to describe information that is more sensitive which means it needs extra protection.

Some examples of **special category data** are:

- Race or ethnic origin
- Medical conditions/Doctor's records
- Biometrics (facial recognition/fingerprint scanning)
- Your religious beliefs

## Why do we need your information?

We must collect some data about you to allow us to provide you with the services you sign up to. These may include:

- Gym or Activity memberships
- Swim Lessons
- Kids' Clubs/Activities
- Indoor/Outdoor Sport Activities

## How do we use your data?

We use your data to register you on our systems. For example:

- To manage your membership
- Store emergency contact details
- To make bookings for activities
- To pay for some bookings

## How long do we keep your information?

We only keep your information for as long as we need it for or as long as the law says we need to. When we don't need it anymore, we delete it.

## How we keep your information safe?

By law, we need to make sure the information we hold about you is kept safely. We keep this on our computer systems and in locked areas. Only people that are allowed to access your information can see it.

## Your information rights

Did you know that you can:

- Get a copy of the information we hold on you
- Correct/Remove/Pause any information we hold on you that is wrong/out of date/incomplete
- Find out more about why we need your information

## Who do I contact if I want to know more or if I am not happy about how you use my information?

Email: [dataprotectionofficer@kaleisure.com](mailto:dataprotectionofficer@kaleisure.com)