



## **Privacy Statement for Shannon Swimming & Leisure Centre**

### **Who we are and why do we require your information?**

Shannon Swimming & Leisure Centre (SLC) seeks to promote health and fitness and in doing so contribute significantly to improving the quality of life of the people of Shannon and its surrounds.

The delivery of high quality services, tailored to meet the needs of all our customers, remains one of Shannon Swimming & Leisure Centre's core objectives. This quality service includes not only the level and quality of service given to our customers, but also the quality of our decision-making processes, the efficiency and effectiveness of our corporate operations, standard of our facilities and our ability to adapt in an ever-changing environment.

In order to provide the most effective and targeted range of services to meet the needs of the citizens, communities and businesses of Shannon and its surrounds we will be required to collect, process and use certain types of information about people and organisations. Depending on the service being sought or provided the information sought may include 'personal data' as defined by the Data Protection Acts and by the general data protection Regulation (GDPR) and may relate to current, past and future service users; past; current and prospective employees; suppliers; and members of the public who may engage in communications with our staff. In addition, staff may be required, from time to time, to collect, process and use certain types of personal data to comply with regulatory or legislative requirements.

### **Why do we have a privacy statement?**

Shannon Swimming & Leisure Centre has created this privacy statement in order to demonstrate our firm commitment to privacy and to assure you that in all your dealings with Shannon Swimming & Leisure Centre that we will ensure the security of the data you provide to us.

Shannon Swimming & Leisure Centre creates, collects and processes some personal data in various multiple formats on a daily basis. Shannon Swimming & Leisure Centre commitment to you is that the personal data you may be required to supply to us is;

- Obtained lawfully, fairly and in a transparent manner
- Obtained for only specified, explicit and legitimate purposes
- Adequate, relevant and limited to what is necessary for purpose for which it was obtained
- Recorded, stored accurately and securely and where necessary kept up to date
- Kept only for as long as is necessary for the purposes for which it was obtained.
- Kept in a form which permits identification of the data subject
- Processed only in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing.

### **Data protection Policy**

Shannon Swimming & Leisure Centre has a detailed data protection Policy which goes in to more detail as how we are committed to ensuring the security of any personal data you provide to us.

A copy of Data Protection Policy can be accessed via the following link,

<http://www.shannonleisurecentre.ie/>

### **What personal data do we need?**

The types of personal data you may be asked to supply can be categorised as follows,

- Contact details to allow for efficient communication
- Personal details which you are required by law to supply as part of your application for a service offered by Shannon Swimming & Leisure Centre
- Your own bank details which you are required by law to supply as part of your application for memberships or a service offered by Shannon Swimming & Leisure Centre

### **Contact Details**

In order to communicate with you will be asked for contact details. You do not have to provide all contact details but providing more, such as email, phone, address, makes it easier to communicate.

### **Personal Details**

If you wish to book for a particular activity at Shannon Swimming & Leisure Centre you will be asked for a varying amount of personal details specific to you and your family, in order to support your application. Shannon Swimming & Leisure Centre will set out the information we require in a series of separate and distinct application forms relevant to each activity. See our Data protection Policy for more information specific to that service/activity which details the following

- Detail the specific and legitimate purpose for which the personal data is being sought,
- The legal basis under which the information is required to be supplied,
- Detail of the other organisations/bodies/entities that we will be required to share data with, or obtain data from, in order to provide the required service,
- Details of how your personal data will be kept safe from unauthorised or unlawful processing,
- Details of the period for which your personal data will be retained by Shannon Swimming & Leisure Centre and what will happen to it after the required retention period has expired.

### ***Financial Details***

If you are a supplier/contractor or wish to apply for a particular membership from Shannon Swimming & Leisure Centre you may be asked for a varying amount of personal bank details specific to you or your business in order to process your application or payment for goods and services. Shannon Swimming & Leisure Centre will set out the information we require in a series of separate and distinct application forms relevant to each service. As is the case with the other personal data outlined above more details can be found on our Data Protection Policy.

### **Records Retention Policy**

Shannon Swimming & Leisure Centre has a detailed record retention policy which goes in to more detail of the time period for which your personal data will be retained by Shannon Swimming & Leisure Centre and what will happen to it after the required retention period has expired.

A copy of Record Retention Policy can be accessed via the following link,

<http://www.shannonleisurecentre.ie/>

### **Your Rights**

You have the right to request access to personal data held about you, obtain confirmation as to whether data concerning you exists, be informed of the content and source of data and check its accuracy. In addition, if the data held by us is found to be inaccurate you have the right to change, remove, block, or object to the use of, personal data held by Shannon Swimming & Leisure Centre. In certain circumstances blocking access to data may delay or remove access to a service where the data is required by law or for essential purposes related to delivery of a service to you. Please note that to help protect your privacy, we take steps to verify your identity before granting access to personal data. To exercise these rights use you should take the following steps,

Data subjects can make a request to the Centre Manager in writing (see contact details below) that their personal data be removed if no longer relevant, updated if it is wrong or a copy of it if a formal request is issued. The request must be dealt with within one month. The period can be increased by a further two months in some cases, where the request is particularly complex, or

where many requests have been received at the same time. *See more information in our Data Protection Policy*

The Manager  
Shannon Swimming & Leisure Centre  
Bothar Linne  
Tullyglass  
Shannon  
Co. Clare  
V14PH02

**E-mail:** [karl@shannonleisurecentre.ie](mailto:karl@shannonleisurecentre.ie)

### **Right of Compliant to the Office of the Data Protection Commissioner**

If you are not satisfied with the outcome of the response you received from Shannon Swimming & Leisure Centre in relation to your request, then you are entitled to make a complaint to the Data Protection Commissioner who may investigate the matter for you.

The Data Protection Commissioner's website is [www.dataprotection.ie](http://www.dataprotection.ie) or you can contact their Office at:

Lo Call Number: 1890 252 231

E-mail: [info@dataprotection.ie](mailto:info@dataprotection.ie)

Postal Address: Data Protection Commissioner

Canal House

Station Road

Portarlinton, Co. Laois. R32 AP23.