

## Data Privacy Policy

This Data Privacy Policy is intended to explain how the Personal Information you provide to the Friends of Glenariffe, Glenariffe Community & Recreation Centre or Gym 208 will be used, by whom and for what purposes. If you are unclear on any aspect of this policy, or would like any further information, please contact our Data Controller at [info@friendsofglenariffe.org](mailto:info@friendsofglenariffe.org)

### Who is the Data Controller for Glenariffe Community & Recreation Centre?

Our Data Controller is Fern Major who can be contacted by email at [info@friendsofglenariffe.org](mailto:info@friendsofglenariffe.org) or on 028 217 71585.

### What is the purpose of processing my Personal Data?

We hold personal data on our Gym 208 members and users of Glenariffe Community & Recreation Centre who may book facilities at the Centre or participate in the various community programmes and activities we offer. We also hold personal data on our staff, volunteers, members of Friends of Glenariffe and anyone registering for Gift Aid for our fundraising activities. All personal data held will be:

- Processed fairly and lawfully
- Collected for specified, explicit and legitimate purposes
- Adequate, relevant and limited to what is necessary
- Accurate and where necessary kept up to date
- Kept for no longer than is necessary
- Processed in a manner that ensures appropriate security

### What Personal Data is held by Glenariffe Community & Recreation Centre, Gym 208 and the Friends of Glenariffe?

- Names
- Addresses
- Email Addresses
- Phone Numbers
- Photographs
- Bank Details
- Accredited Certificates
- Medical Information
- Next of Kin

**Glenariffe Community & Recreation Centre is owned and managed by Friends of Glenariffe which is a registered charity. NI Charity Number: 102467 Company Registration No: NI606288**

**Registered Office Address: 197 Garron Road, Glenariffe, Co. Antrim BT44 0RA, Northern Ireland**

### **Who will have access to my Personal Data?**

Your Personal Data can only be accessed by appointed members of our staff and volunteers depending on their role and responsibilities. Your Personal Data is stored on our in-house electronic booking and admin management systems. As an external, third party Data Processor, we also have contracts in place with a small number of banking and online booking agents who manage our finance and booking systems and with whom we have agreements in place to ensure that your Personal Data is stored safely and securely.

### **How long will your Personal Data be stored for?**

Your Personal Data will be held for the duration of your engagement with Glenariffe Community & Recreation Centre classes, activities and programmes, your Gym 208 membership or your financial support to the Friends of Glenariffe and will be deleted from our systems when you terminate any of those aforementioned engagements with us.

### **How can I obtain a copy of the Personal Data held by Friends of Glenariffe?**

You can request a copy of all Personal Data we hold on you at any time by contacting our Data Controller at [info@friendsofglenariffe.org](mailto:info@friendsofglenariffe.org). This information will be provided to you within one month free of charge.

### **What are my privacy rights relating to my Personal Data?**

You have the right to have your Personal Data updated, rectified, or deleted, if you so wish. You have the right to object to your Personal Data being processed and to withdraw your consent to processing. You can do this by contacting our Data Controller at [info@friendsofglenariffe.org](mailto:info@friendsofglenariffe.org)

### **Where can I get further information?**

Further information regarding your rights can be obtained through the Northern Ireland branch of the **Information Commissioner's Office (ICO)** - [www.ico.org.uk](http://www.ico.org.uk)

The ICO's contact details are as follows:

Information Commissioner's Office  
3rd Floor, 14 Cromac Place, Belfast BT7 2JB  
Tel: 028 9027 8757 or 0303 123 1114  
Email: [ni@ico.org.uk](mailto:ni@ico.org.uk)

### **How do I make a complaint or report a breach?**

Should you wish to make a **complaint or report a breach** under in relation to your Personal Data, you can do so by contacting the Northern Ireland branch of the **Information Commissioner's Office (ICO)** by phone on 028 9027 8757 or 0303 123 1114, by email at [ni@ico.org.uk](mailto:ni@ico.org.uk) or at the above address.

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