



## Privacy Notice - ARC

### Background

This Privacy Notice is designed to explain how the personal data of individuals using the ARC is used and managed.

All of the personal information will be treated in accordance with the terms of the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). This means that confidentiality will be respected and that appropriate security measures will be taken to prevent unauthorised disclosure. This notice is intended to meet the transparency requirement of the legislation and to ensure that people using the service know how their data will be processed. **Using your personal information**

<b>Who will process my information?</b>
Under Data Protection law the University is the “data controller”. This means that the University is responsible for how it uses and processes your information and complying with requests relating to your personal data
<b>Why do we collect and use your information?</b>
We will process identifiable information about you from the details you supply via your gym application form.  We collect, store and use information about you in order to deliver services to you as a member of the gym.  We collect this information when you: <ul style="list-style-type: none"><li>• Consent to receive emails</li><li>• Participate in one of our activities</li><li>• Join one of our groups for example, jog group, walk group</li><li>• View our website or contact us by email</li><li>• Give us your details at an event like the Student Sports Fayre</li></ul>
<b>How is the information kept up to date</b>
We ask that you inform us of changes to details such as name, email address to enable us to keep the information up to date. To do this please contact <a href="mailto:The.Arc@gcu.ac.uk">The.Arc@gcu.ac.uk</a>
<b>How long is the information kept?</b>
The University will retain your information only for as long as necessary for the purpose described. Please see the University’s the Records Retention Schedules. <a href="https://www.gcu.ac.uk/recordsmgt/">https://www.gcu.ac.uk/recordsmgt/</a>
<b>Where we obtain your information</b>
The information is provided directly from customers, and may be collected by a 3 <sup>rd</sup> party company acting on behalf of the University.
<b>What information is being collected and used</b>

The information collected includes your name, address, date of birth, email address, photograph and emergency contact details.

**Who is the information shared with**

Your information will be shared internally only with those individuals who require it in the course of their duties.

The University may be required to share your personal information with external organisations. This may happen due to a statutory or legal obligation.

**Legal basis**

The legal condition which enables GCU to process your personal information is found in the article 6 of the General Data Protection Regulation (GDPR). In particular we rely on :

Article 6(1)(a) consent

Article 6(1)(b) performance of a contract or taking steps to enter into a contract

Article 6(1)(d) vital interests of the Data Subject or another person Where it is necessary to process special category data will ensure that there is a legal basis to capture this information. including seeking your consent on the application form via tick box

**How is the information kept securely**

Information is kept securely on University equipment in line with University information security and data protection policies.

**Whose information is being collected or processed**

Information is collected from Data Subjects who are members of or wish to become members of the gym.

**Will the information be used for any automated decision making**

No.

**Is the information transferred outside the European Union?**

No.

**Your rights**

**Your rights**

You have the right to:

- Find out what personal data we process about you and to request a copy of the data
- Ask us to correct inaccurate or incomplete data
- Withdraw consent to process your personal data, if you were asked for and provided consent

If you think we are acting unfairly or unlawfully you can:

- Object to the way we are using your data
- Complain to the UK Information Commissioner's Office

Under certain conditions you also have the right to ask us to:

- Restrict the use of your data
- Erase your information or tell us to stop using it to make decisions about you
- Provide you with a portable electronic copy of data you've given us

Please contact us if you wish to exercise or enquire about any of these rights.

**Contact Details**

Data Protection Officer (DPO)  
Department of Governance  
Britannia Building

Glasgow Caledonian University  
Cowcaddens Road  
Glasgow  
G4 0BA

Email: [dataprotection@gcu.ac.uk](mailto:dataprotection@gcu.ac.uk)

**Further information**

The Information Commissioner's Office website: <http://www.ico.org.uk>

The University's Data Protection webpages: <https://www.gcu.ac.uk/dataprotection/>

Further information is available in the Student Privacy Notice:  
<https://www.gcu.ac.uk/dataprotection/>