CHILD FRIENDLY PRIVACY NOTICE

Physical Activity for Health Programme

Introduction

This is our Privacy Notice about the Physical Activity for Health Programme. A Privacy Notice tells you how we use personal information, so you know what happens with it when you give it to us. A more detailed version of this Privacy Notice is online here: www.moray.gov.uk/PrivacyNotices.

Who we are

We are Moray Council, and we offer lots of services to people who live in Moray. We help your school to function, make sure you have a library service and provide care for people who need it.

What we do with your personal data

Personal data, or personal information, is information that can identify you, like your name, address or email address.

Some types of information we need to be extra careful with. This is known as 'special category personal data'. This could be something like information about your health, or what religion you are.

Why we are collecting your personal data

If you fill in a form to take part in the Physical Activity for Health Programme we will collect information about you so you can take part in the Programme. Your Doctor or another health professional may suggest that they fill in the form for you, which you can choose to agree to.

If you want to take part then we will collect information about you, including your name, date of birth, phone number and health information.

Data Protection Law

We always make sure we follow legal rules when we use your information. This programme has been set up to help us meet our duties under our public task; to promote and improve the well-being of people within Moray. To help us improve your well-being, the form asks for extra personal information, like about your health – this type of information is called 'special category data'.

You don't have to apply to join the programme if you don't want to.

Personal data you give us about other people

We will need to know who to contact if there is an emergency, such as who looks after you; maybe your parents or carer. Please let them know you have given us their contact

details; usually their name and telephone number. We will only use this information in the event of an emergency.

Who we share this personal data with

If you are offered Programme classes in the Elgin area, then the information about you from the form may be shared with Moray Leisure Centre and Moray Sports Centre.

Sometimes in order to do our work, we have to share your personal data with other services in the Council, or with your school, or family or with the police or fire service. We are careful about how we do this and always follow the rules. There is a longer list of who we may share your information with on the more detailed Privacy Notice.

How long we keep your personal data

We only keep data for as long as we need it. Sometimes this might be years. We have a page on our website that tells you how long we keep different types of data: http://www.moray.gov.uk/RetentionSchedules

We keep information in the UK.

Your rights

You have special rights about what we can do with your information. One of these is the right to know what we do with it (that's what this notice is for).

You also have the right to ask us what information we have about you, if we could stop using it, and, if we could delete it. You can ask us to correct your information if it is wrong. If we cannot do as you ask then we will explain why, which could be because of legal rules.

If you want to ask about your rights, or make sure that we're following the rules, you can ask the Council's Data Protection Officer by sending an email to: IG@moray.gov.uk

If you are not happy with how we have handled your personal data, you can complain to us. You can contact us directly or fill in a form on our website here: www.moray.gov.uk/Complaints or ask someone to do this on your behalf.

You can also make a complaint to the Information Commissioner's Office or ask someone to do this on your behalf. It is their job to make sure that everybody, including the Council, follows the rules and your personal data is properly looked after. You can phone them, write to them or contact them on their website:

Information Commissioner's Office
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Telephone: 0303 123 1113 Website: https://ico.org.uk/
Online: https://ico.org.uk/make-a-complaint/data-protection-complaints/