



Privacy Notice for members and guests at The Energy Box

Why are we giving this to you?

We are the Education and Leadership Trust. When you take out membership with or make a booking with The Energy Box we will ask for and collect some data about you. Anything that we do with your personal data is known as ‘processing’.

We collect and process personal data about you so that we can provide the services you use when you visit our facilities, so we can meet our contractual and legal obligations and to protect our staff and our customers.

This document explains why we process that data, who we share this information with, and your rights in relation to your personal data processed by us. We also explain below how The Energy Box keeps your information safe.

If you want to know anything about the information that we keep, contact details can be found at the end of this document.

We collect information when:

- You join the gym and complete a membership form
- You attend the gym or a class
- You make a payment in person
- You make a booking
- You register your child for a holiday club
- You visit our website. See our [Cookie Statement](#)

Additionally, the Energy Box facilities are covered by CCTV which is recorded 24 hours a day. CCTV recordings are permanently erased after 14 days’

What information do we hold about you and your child and where do we get it from:

We will collect, hold, share and otherwise use information about you and your child as set out in the boxes below:

Gym Members	<i>Where do we get it from?</i>	<i>Why we need it?</i>
Name, date of birth, email address, postal address and contact telephone numbers	You	To create a membership account and communicate with you

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Medical conditions	You	To make sure that we give you appropriate advice and to help keep you safe
Your image	Web cam	To allow you to prove your identity when you visit
Your membership number and details such as induction date, status and preferred payment method	Gym staff	To describe the type of membership you have, identify you when you visit us and ensure that you have received instructions to use the gym safely
Emergency Contact Information	You	To have the name of someone we can contact on your behalf in the event of an emergency
Visit information: the dates and times when you used the facilities	You	So we can confirm your continuing membership of the gym

If you decide to pay by direct debit, we temporarily store some financial information. We will give you a form to fill in to enter into an agreement with a third party company (DFC : Direct Finance Company) who manage payments by direct debit.

When you fill in the form we send the top copy to DFC, we retain one copy until we receive confirmation that your application has been processed successfully and we give one copy to you.

When we receive notification that your application has gone through successfully we destroy your records by shredding it.

Bookings	<i>Where do we get it from?</i>	<i>Why we need it?</i>
Contact name, address, telephone number and email address	You	To record the booking and communicate with you

Holiday Camp	<i>Where do we get it from?</i>	<i>Why we need it?</i>
Child's name, date of birth and activity choice	You	To ensure that the child is placed in an appropriate group and is given appropriate activities
Child's medical condition	You	To help us to decide how best to support your child and keep them safe
Your name, email address, postal address and contact number	You	To communicate with you
Consent to take photos	You	To ensure that we comply with your wishes regarding images of your child

How long will we hold your information?

We will hold information relating to you only for as long as necessary. Membership information is retained whilst you are a current member. Electronic and paper records are deleted if you have not used the facilities or contacted us for a period of 12 months.

Email address will be stored for longer to maintain contact over time but you can request that your data is deleted from our mailing list at any time.

Who will we share your information with?

We do not routinely share information about members of or visitors to The Energy Box with anyone without consent unless the law and our policies allow us to do so.

Keeping this information safe

It is very important that only people who need to use your information can see it. The Energy Box keeps your information safe by putting in place procedures and technologies to make sure all information about you and your child is safe, from when we collect it to when we destroy it.

Security procedures include:

- Electronic systems. Membership data is stored on a system which has restricted access to named staff. The data is stored in a separate area of the school computer network which cannot be seen or accessed by staff or students
- Each member of staff has a secure password and we provide training to our staff on the importance of keeping data secure
- Paper records are kept in a locked cupboard and sent to a company for confidential shredding 12 months after your membership expires
- Staff are trained to ensure that individual PC monitors do not show confidential information to passers-by and that they log off from their PC when it is left unattended
- CCTV images can only be viewed by named individuals who are required to log their reviewing of images

Your rights in relation to your information

You can ask to see the information we hold about you. If you wish to do this you should contact the reception staff in the first instance.

You also have the right to:

- Object to what we are doing with your information
- Have inaccurate or incomplete information about you amended
- Ask us to stop doing certain things with your information in some cases

- Make a claim against The Energy Box in certain circumstances where you have suffered as a result of the organisation breaching your data protection rights

Concerns

If you feel it necessary to do any of the above, you can speak with The Energy Box manager Ms L Hewitt (lhewitt@levenshulmehigh.co.uk) who will arrange a meeting with you.

If you are concerned about how we are using your personal data then you can arrange an appointment with the school business manager: Mr M McNulty (mmcnulty@eltrust.org) or the Trust Data Controller: Mrs C Wragg (cwragg@eltrust.org)

If the matter is not resolved in school, if necessary you can contact our Data Protection Officer: Tom Powell, Head of Audit and Risk Management, Manchester City Council at schools.dpo@manchester.gov.uk

If there are still concerns, you can contact the Information Commissioner's Office should you consider this to be necessary, at <https://ico.org.uk/concerns/>.