

Data Protection Policy - updated 04-09-2019

Portarlington Leisure Centre is the data controller and processor of your information.

Your information is collected in line with G.D.P.R. Regulations.

Your data will be used for the following purposes:

Swimming Lesson Personal data is used to:

- Log the child into swimming levels
- Make sure the level is appropriate to their ability
- To contact data subject with relation to their lesson.

Membership holder data is used to:

- Make Direct Debit payments
- To ensure that they are safe to use the facilities.
- To track their progress to help them meet their desired goals.
- To contact them in relation to their membership.
- To keep them informed on the activities of the centre.

It will be processed by staff members who have received training on the G.D.P.R. Regulations

Portarlington Leisure Centre will keep your data for as long as is needed to enable us to service our contract with you and for up to 6 months once the activity has ceased.

Portarlington Leisure Centre does not use third parties for processing, but should a time arise that your data should be disclosed then you will be notified.

What are your data protection rights?

Portarlington Leisure Centre would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

The right to access – You have the right to request Portarlington Leisure Centre for copies of your personal data. We may charge you a small fee for this service.

The right to rectification – You have the right to request that Portarlington Leisure Centre correct any information you believe is inaccurate. You also have the right to request Portarlington Leisure Centre to complete the information you believe is incomplete.



The right to erasure – You have the right to request that Portarlington Leisure Centre erase your personal data, under certain conditions.

The right to restrict processing – You have the right to request that Portarlington Leisure Centre restrict the processing of your personal data, under certain conditions.

The right to object to processing – You have the right to object to Portarlington Leisure Centre's processing of your personal data, under certain conditions.

The right to data portability – You have the right to request that Portarlington Leisure Centre transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email: sean@portarlingtonleisurecentre.ie

Call us at: 057-8645800

Or write to us: GDPR Compliance, Portarlington Leisure Centre, Link Road, Portarlington, Co. Laois. R32 AE68.

Cookies

Cookies are text files placed on your computer to collect standard Internet log information and visitor behavior information. When you visit our websites, we may collect information from you automatically through cookies or similar technology

For further information, visit allaboutcookies.org.

How do we use cookies?

Portarlington Leisure Centre uses cookies in a range of ways to improve your experience on our website, including:

- Understanding how you use our website



What types of cookies do we use?

There are a number of different types of cookies, however, our website uses:

- **Functionality** – Portarlington Leisure Centre uses these cookies so that we recognize you on our website and remember your previously selected preferences. These could include what language you prefer and location you are in. A mix of first-party and third-party cookies are used.

How to manage cookies

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

Privacy policies of other websites

The Portarlington Leisure Centre website may occasionally contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

Changes to our privacy policy

Portarlington Leisure Centre keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 4 September 2019.

How to contact us

If you have any questions about Portarlington Leisure Centre's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: sean@portarlingtonleisurecentre.ie

Call us: 057-8645800

Or write to us at: GDPR Compliance, Portarlington Leisure Centre, Link Road, Portarlington, Co. Laois. R32 AE68.

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How to contact the appropriate authority

Should you wish to report a complaint or if you feel that Portarlington Leisure Centre has not addressed your concern in a satisfactory manner, you may contact the Data Protection Commission

Website: <https://www.dataprotection.ie/en/contact/how-contact-us>

Address: Data Protection Commission, 21 Fitzwilliam Square South, Dublin 2, D02 RD28,