

# Privacy Notice for Get Set to Go Aquafit participants

## Leap c/o Buckinghamshire Council

At Leap we are committed to protecting your privacy when you use our services. We are hosted by Buckinghamshire Council and our relationship is based on Leap being the Data Controller and Bucks Council being the Data Processor.

The law requires us to give you a Privacy Notice which gives you details about how we use and protect your information. The notice below gives you those details and explains how we keep your information secure, how we use it and why we need it.

This Privacy Notice applies to all personal information held by and used by Leap or on our behalf. This notice applies to participants taking part in Satellite club activities.

If you have any questions regarding this notice or our privacy practices then please contact us:

**by email:** [info@leapwithus.org.uk](mailto:info@leapwithus.org.uk)

**in writing:** Leap, c/o Buckinghamshire Council, Coach House, Green Park, Stablebridge Road, Aston Clinton, Bucks HP22 5NE

**or by telephone:** 01296 585215

This notice will be reviewed and updated on an annual basis. It may also be updated when we change our services and will always contain details of when it was last updated.

## How we collect your information

We will collect information required to book the session and to inform the instructor taking the session who will be attending. We will usually gather this booking information through a booking form on our website or via e-mail.

This Get Set to Go Aquafit session is being funded by Buckinghamshire Mind and as such they request you complete a booking form before starting the sessions, this is for the purposes of monitoring and evaluation, alongside demonstrating the impact of the sessions. Buckinghamshire Mind hold the data from these forms and should be contacted if you have any queries about how that data will be stored or used.

Call Buckinghamshire Mind on: 01494 463364

Email Buckinghamshire Mind at: [info@bucksmind.org.uk](mailto:info@bucksmind.org.uk)

## What information do we collect?

The personal information we collect includes your name and contact details.

## Why we use your information

We may use your information to:

- Process applications that you made in accordance with the service level agreement in place for that service
- Manage the services we provide to you



## How long will we hold your information?

We'll only keep your information while we still need it to provide you with a service, in this case for the 12 weeks of the programme. At which point it will be deleted.

## How we may share your information

Your name and contact details will be shared with the instructor of the session you attend so that they know who will be attending and can inform you of any changes to the session.

## How we keep your information safe

All of our information is kept safe using the following:

- Passwords. To make sure that only staff and organisations who are authorised to see your information can do so.
- Training. So staff know how to look after your information.
- Regular monitoring. So we can keep up to date with new technology and threats to your information and make sure our systems stay secure.

## Your rights and how you can control your information

You have legal rights over your information. For details of those rights, how long we keep your information and how we keep it safe, our main Privacy Notice is <https://www.leapwithus.org.uk/privacy/>

## If you have any concerns

If you think we've failed to comply with our obligation for handling your personal information or you have a complaint about how we have handled your personal information you can contact us;

**by email:** [info@leapwithus.org.uk](mailto:info@leapwithus.org.uk)

**in writing:** Leap, c/o Buckinghamshire Council, Coach House, Green Park, Stablebridge Road, Aston Clinton, Bucks HP22 5NE

**or by telephone:** 01296 585215

If you remain dissatisfied with our response, you have a right to lodge a complaint with the Information Commissioner's Office (ICO).

[Report a concern by visiting the ICO website](#)

*Last updated 8<sup>th</sup> January 2021*

