



London Marathon Community Track Privacy Notice

1. Introduction

This Privacy Notice describes the types of personal data which can be collected about you and why it is being collected. The personal data is being collected in relation to your use of the London Marathon Community Track (LMCT), the gym and related facilities. The data will be collected and processed by London Stadium 185 (LS185).

The processing of your personal data must be done in accordance with data protection legislation including the General Data Protection Regulation (2016) and the Data Protection Act (2018). These are collectively referred to as the Data Protection Laws. For the purposes of the Data Protection Laws, LS185 is the data controller of the personal data that it processes about you.

As the data controller, LS185 is responsible for the security of your personal data and your rights in relation to that data. LS185 will be your first contact should you have any questions or complaints.

2. Details of the Personal Data is Being Collected and Processed

The data collection relates to organisations, clubs, schools and individuals.

Organisation's Data – this includes hire agreements, contact details, invoicing details and personal data about members of the organisation. During the Covid-19 pandemic, personal data will also be collected in relation to Covid-19.

Club's Data - this includes hire agreements, contact details, invoicing details and personal data about members of the club. During the Covid-19 pandemic, personal data will also be collected in relation to Covid-19.

School's Data - this includes hire agreements, contact details, invoicing details and personal data about school students. During the Covid-19 pandemic, personal data will also be collected in relation to Covid-19.

Individual's Data – this includes name, address, data of birth, telephone number, email, emergency contacts, Covid-19 self-declaration forms and details of medical conditions.

3. Why the Data is Being Collected and Processed

Bank Details - these are needed to pay for the hire and to process payments

Primary Contact Details – of organisations, clubs and schools – are needed for the running and management of the facilities, for the use in emergencies and for LMCT to provide updates and information

Signed terms and conditions – are needed as part of the contract between the organisations, schools and clubs. These terms and conditions are necessary as part of the governance of the use of the facilities, in relation to insurance, and to describe roles and responsibilities.

Hire Agreements – are needed as part of the running and management of the facilities, for governance of the use of the facilities, insurance purposes, the definition of roles and responsibilities. They are also needed for the management of the facilities, to avoid over, and double booking.

Health and Safety – personal data in relation to Covid-19 is being collected to protect both the individual and the general public.

Medical Data – is being collected to ensure that individuals understand the issues in relation to certain medical conditions and some sporting activities.

4. Lawful Basis of the Data Collection

LS185 must have a lawful basis to process personal data. The relevant lawful basis are as follows:

Legitimate Interests – this is the basis for processing data in relation to primary contact details and payment details. LS185 has a legitimate interest in knowing who is using the facilities as there are health and safety and operational management issues to be considered. It also has an interest in being paid for the use of the facilities in order to generate revenue.

Performance of a contract – this is the basis for processing data in relation to the hire agreements.

Consent – this is used as the basis for processing personal data in relation to health status and medical conditions. Where consent is needed in relation to school students, this is provided by the carer or guardian.

5. How Your Personal Data Will Be Collected

Bank details – will be collected using the LS185 new customer/ supplier form.

Primary contact details – will be collected on the hire agreement.

Terms and conditions – will be sent out, a signature requested, and then returned.

Covid 19 SLA – will be sent to the organisation for signature and return

Covid 19 Self-Declaration form – will be collected via an online report or returned paper form

Individual user declaration form – will be completed and returned by the individual

6. Potential Sharing of Personal Data

Your personal data will not be sold to third parties or shared with commercial organisations. The only circumstances in which your personal data could be shared would be in relation to a request from law enforcement organisations (police, courts), in an emergency or in relation to an insurance claim. In these circumstances, approved and audited processes must be followed.

7. Storage and Management of Your Personal Data

Financial information will be stored in the LS185 finance system. Other data will be stored in folders on the LS185 network, and within email. Paper forms will be stored in locked cupboards.

Only authorised LS185 have access to systems, networks and cupboards. Electronic systems require password and other authentication. Systems are protected by firewalls and anti-virus software.

The data will be stored for as long as there is a requirement to do so. However, if a customer has not used any of the facilities in a 12 month period, then the data will be securely destroyed.

8. Access to Your Personal Data and Your Rights

The Data Protection Laws give you certain rights in relation to your own personal data. These are outlined below.

Right of access – you can ask for copies of the personal data which is held about you

Right to rectification– you can ask that data is corrected if need be, and if it is incomplete, to be completed

Right of erasure (right to be forgotten) – you can ask that data is deleted and no longer processed if it is no longer necessary to do so

Right to restriction on processing – you can ask that data is not processed

Right to data portability – you can request a portable version of your personal data

Right to withdraw consent – if you have consented to provide personal data – for example, consent to provide information about medical conditions, then you have the right to withdraw that consent.

Please note that some of the rights mentioned above are only available to you in certain circumstances and have some limitations. For more information, please visit the Information Commissioner's Office website <https://www.ico.org.uk>

9. Changes to the Privacy Policy

This Privacy Policy may change over time. If there are any significant changes then you will be contacted to inform you. No changes to this policy will be made which will adversely affect your rights as a data subject.

This Privacy Notice was most recently updated in September 2020.

10. Contact Details

If you have any questions about your personal data, or this Privacy Policy, please contact:

Data Protection Officer

dataprotection@londonlegacy.co.uk

London Legacy Development Corporation
Level 10
1 Stratford Place
Montfichet Road
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E20 1EJ

Please note, the Legacy Corporation provides data protection services to LS185.