

## Castle Leisure Membership Holders e-Permits Privacy Notice

### What this Privacy Notice covers

Your privacy is very important to South Holland District Council.

South Holland District Council is the Data Controller responsible for the personal information you may provide in relation to obtaining your e-permit as a leisure member. Our Data Protection Officer, can be contacted by:

- calling [01775 761161](tel:01775761161)
- emailing [Legal.Team@Breckland-Sholland.gov.uk](mailto:Legal.Team@Breckland-Sholland.gov.uk)
- or by writing to us at: Legal Services, South Holland District Council, Priory Road, Spalding, Lincolnshire, PE11 2XE

Your data will be processed by Public Sector Partnership Services Ltd (PSPSL), a company which is owned and controlled by East Lindsey and South Holland District Councils. PSPSLs Data Protection Officer can be contacted by:

- calling [01507 613303](tel:01507613303)
- emailing [performance@pspsl.com](mailto:performance@pspsl.com)
- or by writing to: Data Protection Officer, Public Sector Partnership Services Ltd (PSPSL), Tedder Hall, Manby Park, Louth, Lincolnshire, LN11 8UP

### Why we need your personal data

Your information will be used for the purposes of verifying your leisure membership and activating your e-permit.

The information we need from you as a leisure member applying for an e-permit includes:

- full name
- leisure membership number
- car registration number
- contact details (phone and/or email address).

### How your data is used

We will use the information you provide to verify your leisure membership and activate your e-permit.

Once you have submitted an e-permit request your membership number will be shared with Parkwood Leisure to ensure you hold a valid membership. No other personal information will be shared with Parkwood Leisure.

## How long the information is kept for

The information we collect is carefully stored electronically. We will hold your e-permit request for the duration of your valid leisure membership, on termination of your leisure membership and once notified by either yourself or Parkwood your request will then be removed from the system and archived for six years.

## Your rights

You have the right to access your data and correct any inaccuracies. For further details of your rights please contact the Data Protection Officer or go to our website for a detailed explanation [www.sholland.gov.uk](http://www.sholland.gov.uk).

Please see our website for our full privacy policy: [www.sholland.gov.uk/privacy](http://www.sholland.gov.uk/privacy)