

Rubicon Leisure (RL) is a Local Authority Trading Company. Redditch Leisure facilities will continue to be owned and financially supported by Redditch Borough Council but managed by Rubicon Leisure from 1st December 2018.

Rubicon Leisure collects personal information about you in order to provide Leisure Services.

The legal bases for processing your data are:

<p>Forge Mill</p>	<p>The fulfilment of a contract, or to take steps to enter into a contract. We collect personal information about you as a visitor to the Museum, when you hire a meeting room and when you order items from the mail order catalogue. When an artefact is donated and the acquisition is completed we will also collect your information. The legal basis for processing your data is legal obligation. It is necessary to fulfil UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, and the Dealing in Cultural Objects (Offences) Act 2003.</p>
<p>Abbey Stadium</p>	<p>The fulfilment of a contract, or to take steps to enter into a contract; by signing up to become a member of the Abbey Stadium, hire stadium facilities or take part in activities, you are entering into a contract, and we require the personal data requested to fulfil this contract. Where the data relates to a child, in the UK there is no definite age at which a child is considered to have the legal capacity to enter into a contract therefore this should be completed by the adult on behalf of the child. Where the person is 18 or over but does not have the capacity to enter into a contract, this should also be completed by the adult.</p>
<p>Palace Theatre</p>	<p>Fulfilment of a contract, or to take steps to enter into a contract. We collect personal information about you when creating an account online to book tickets or workshops. The legal basis for this processing is the fulfilment of a contractual obligation; by booking tickets or workshops you are entering into a contract, and we require the personal data requested to fulfil this transaction.</p>
<p>Youth Theatre</p>	<p>Fulfilment of a contract, or to take steps to enter into a contract. We collect personal information about your child in order to be a member of the Youth Theatre. The legal basis for this processing is the fulfilment of a contractual obligation; by signing up to the Youth Theatre you are entering into a contract, and we require the personal data requested to fulfil this contract. In the UK there is no definite age at which a child is considered to have the legal capacity to enter into a contract therefore this should be completed by the adult on behalf of the child. Where a member of the Youth Theatre is 18 but does not have the capacity to enter into a contract, this</p>

	should also be completed by the adult.
Pitcheroak	Fulfilment of a contract, or to take steps to enter into a contract. We collect personal information about you when you use the golf course.
Community Centre	Fulfilment of a contract or to take steps to enter into a contract. We collect personal information about you when hiring the facilities either on a one off basis or on a rolling basis.

Processing of special category data For this type of data we require another condition for processing beyond those above.

Forge Mill	Health information is classed as 'special category' data, and is processed in accordance with Article 9(2)(h), health & social care purposes.
Abbey Stadium	Health information is classed as 'special category' data, and is processed in accordance with Article 9(2)(h), health & social care purposes.
Youth Theatre (already written)	Health information is classed as 'special category' data, and is processed in accordance with Article 9(2)(h), health & social care purposes.
Pitcheroak	Health information is classed as 'special category' data, and is processed in accordance with Article 9(2)(h), health & social care purposes.

We collect the following information from you:

Forge Mill	<ul style="list-style-type: none"> • Name • Contact details • School • Emergency contact details • Transactional data • Proof of concession
Abbey Stadium	<ul style="list-style-type: none"> • Name • Gender • Contact details • Date of birth • Occupation • Emergency contact details

	<ul style="list-style-type: none"> • Health • Bank details (where appropriate) • Proof of any concession (this is not retained)
Palace Theatre	<ul style="list-style-type: none"> • Name • Address • Contact Details • Data of birth • Debit / Credit card details. • Box office account information. • Preferences
Youth Theatre	<p>The data collected about your child is:</p> <ul style="list-style-type: none"> • Name • Contact details • Date of birth • School / College information • Number of performances • Next of kin • Medical information • Travel information <p>The data collected about the parent is:</p> <ul style="list-style-type: none"> • Name • Contact details • Financial information
Pitcheroak	<ul style="list-style-type: none"> • Name • Contact details • Payment information
Community Centre	<ul style="list-style-type: none"> • Name • Contact details • Evidence of public liability insurance

	<ul style="list-style-type: none"> • License details where applicable • Payment information.
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You can opt to **consent** to us processing your personal information for other specified purposes. If you change your mind, you can tell us by contacting Information Management, Redditch Borough Council, Town Hall, Walter Stranz Square, Redditch B98 8AH.

Forge Mill	When you visit the centre you can consent to being on a mailing list so you can hear about upcoming events and receive a copy of the newsletter.
Abbey Stadium	<p>When you become a member of Abbey Stadium or take part in activities, you can consent to Rubicon Leisure processing your personal information for specified purposes such as:</p> <ul style="list-style-type: none"> • To send you communications in connection with events you are interested in, • Be added to a waiting list, in the case of swimming lessons, • provide better services by assessing preferences, trends and interests from the data provided, • to offer promotions and to understand our target audience for more focused marketing purposes. <p>The data collected is:</p> <ul style="list-style-type: none"> • Name • Address • Contact Details • Data of birth. • Preferences <p>Where you agree to be contacted, the data will be kept until it is either overwritten or until you no longer agree to be kept informed.</p>
Palace Theatre	When you create an account or purchase tickets, you can opt to consent to us processing your personal information for other specified purposes such as.

	<ul style="list-style-type: none"> • To send you communications in connection with your transaction and events you attend. • provide better services by assessing preferences, trends and interests from the data provided, • to offer promotions and to understand our target audience for more focused marketing purposes <p>If you chose not to consent to additional processing, this will not affect your rights. You can browse our website or make enquires with our Box Office without disclosing any personal information. If you change your mind, simply log into your account and change your preference. However you will still receive transactional messages when purchasing tickets or booking workshops.</p>
Youth Theatre	<p>When your child becomes a member of the Youth Theatre, you can opt to consent to us processing your child's personal information for other specified purposes such as:</p> <ul style="list-style-type: none"> • Images for promoting Summer & Autumn shows via the website and social media. • Video footage for promoting Summer & Autumn shows via the website and social media. <p>Where you consent to images being taken, these will be updated every 2 years.</p>

Will my information be shared?

Forge Mill	This information will be accessible by Forge Mill staff, including volunteers, and Arrowscape who maintain the website.
Abbey Stadium	This information will be accessible by Abbey Stadium staff, Haven Systems for electronic point of sale processing, Sports Booker for online class bookings and Harlands Group for member management services.
Palace Theatre	This information will be accessible by Box Office staff and PatronBase UK Box Office Systems, who provide support, under agreed restrictions.
Youth Theatre	This information will be accessible by Youth Theatre staff via PatronBase UK database; PatronBase UK provide support, under agreed restrictions. Where a child is required to miss

	school and takes part in a licensable performance, information will be shared with Worcestershire County Council to facilitate this.
Pitcheroak	
Community Centre	This information will be accessible by Community Centre staff for the administration of the facility and income for transactional data.

Where anyone needs medical attention in an emergency, information will be shared with the relevant emergency services. Information will not be shared other than stated unless required to do so by law or for the purposes of safeguarding.

We collect your information in different ways. We and third party organisations use cookies and other technologies, such as pixel tags on our websites and in our emails. General data protection information relating to Cookies and Rubicon Leisure can be found at <http://www.redditchbc.gov.uk/things-to-do/sports-fitness/rubicon-leisure/rubicon-leisure-privacy-statement.aspx>

This information will not be shared/sold to any other service/organisation unless we have a duty to do so under law. This data will not be transferred outside of the EEA.

How long will you keep my information?

Forge Mill	Forms in connection with the hire of the room will be retained for 12 months from the date it was hired.
Abbey Stadium	Information relating to your membership will be retained for 6 years from last action.
Palace Theatre	The data will be kept until it is either overwritten or until you no longer agree to be kept informed. If you change your mind, simply log into your account and change your preference.
Community Centre	Forms in connection with the hire of the room will be retained for 12 months from the date it was hired.

Otherwise, where you enter into a contract or take part in activities, information will be retained for the length of the contract, and where this is ongoing, refreshed annually. For transactional data, i.e., payments, this will be kept for 7 years under the Limitations Act 1980. Where you consent to images being taken, these will be updated every 2 years.

No decisions around this data are made by automated means.