**Privacy Notice for Broadly Active**

**What this document is for**

This privacy notice provides details on how we, Broadland District Council and South Norfolk Council, use your personal information for the purposes of providing you with a programme of exercise and/or activity. By ‘use’ we mean the various ways it may be processed, including storing and sharing the information.

The Councils are what is known as the ‘Data Controller’ for your data, and act as joint data controllers as they jointly operate the scheme over both the Broadland & South Norfolk districts.

**Further details**

We provide the details on your rights under the UK General Data Protection Regulation (the UK GDPR) and how to exercise them, and how to contact the Councils’ Data Protection Officer in our general Privacy Notices on our [website](https://www.southnorfolkandbroadland.gov.uk/data-protection).

**What we use your information for**

The Councils will use your information to:

* Contact you about your participation with Broadly Active exercise referral scheme and arrange your attendance.
* Identify and assess your health needs.
* Identify what issues you need support with and any factors that may be exacerbating these needs.
* Enable instructors to work with you.
* Update Active Now on your participation of the scheme.
* If required, discuss your referral and participation with your referrer should more information be necessary

**What personal data we collect and use about you**

We will collect and use the following information in relation to yourself:

* Contact Information - this will include your name, address, email address, and telephone number(s)
* date of birth
* gender
* employment status (optional)
* height and weight (optional)
* blood pressure and heart rate (optional)
* details of your GP surgery and referring professional
* disabilities (if applicable)
* Medical condition(s)
* Medication (if applicable)
* Reason for referral
* Attendance data relating to sessions
* Data collected as part of the Health and wellbeing questionnaire, including mobility, physical activity levels, mental health issues etc
* Your emergency contact

**Who provides this information and how we share data**

Initially, we receive information from the Active Now coordination centre (operated by Broadland District Council) via a referral. Further to this, we also collect data direct from you.

With your prior consent, we share information with the Active Now coordination centre relating to your attendance and your completed Health and wellbeing questionnaire.

If required, we will seek further information from your initial referrer should more information be necessary in order to assess your suitability. We will gain your consent if this is required.

Some of our classes are taken by third-party Instructors and we will share limited data with them in order for your to participate in these classes.

Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose of providing you with support will be shared.

**How the law protects you and the legal basis for processing your information**

We have legal grounds under the UK GDPR to process this information and rely on your explicit consent.

Under Article 9.2 (a) of the UK GDPR, we may also process special categories of data such as health data.

You are entitled to withdraw your consent at any time by contacting the Councils on 01603 430487 or broadly.active@southnorfolkandbroadland.gov.uk.

**How long will we keep your personal information for**

The information you provide will be held securely by us for a period of no longer than **6 years** following the closure of your case.

**How we keep your information**

The information is stored electronically, on the Council’s network including records management systems.

**Changes to this notice**

We may amend this privacy notice at any time so please review it frequently. The date below will be amended each time this notice is updated.

This notice was updated in January 2023.