

Online Classes Privacy Notice

- **Purpose**

Online Classes

- **Description**

High Life Highland offer customers the opportunity to book into online classes as part of the services offered by High Life Highland. We require personal information to reserve a place and to ensure that any medical or additional needs are catered for. If payment is required for any of the activities this will be taken online via our online classes booking system.

Contact details are required to allow us to inform you of any changes to classes and in case of emergency.

- **If you do not give us your information**

If personal details are not provided, we are unable to reserve a place on the class and will be unable to allow participation.

- **Conditions for processing personal information**

Contract - we need to process this personal information to fulfil our contract with the customer (Article 6(1)(b) of GDPR)

- **Your rights**

- o Access to personal data
- o Amendments to your data
- o Removal of your personal data
- o Change the way we process your personal data

Find out more about your rights

- **Who we share your information with**

High Life Highland processes your personal data using third party software and payment systems in order for us to administer online classes. For a list and more information on third party processors please visit: www.highlifehighland.com/GDPR/DataProcessors

In the event of an emergency we may share information with NHS Highland.

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When it comes to our Health and Wellbeing Online Classes, MacMillan Cancer Support provides High Life Highland with third party software system (Views) where we store and manage anonymized data.

- **How long we hold your information**

Your information will be held for 12 months from the end of the financial year.

- **How to withdraw consent**

GDPR states that individuals have the right to be forgotten. If you would like your details to be removed from our records please email DPO@highlifehighland.com

- **Automated processing**

Your personal information is not subject to automated decision making or profiling.

- **Data controller**

The data controller is The Highland Council (High Life Highland delivers services on behalf of The Highland Council).

- **Data Protection Officer**

Contact our Data Protection Officer:

Data Protection Officer
Highland Council Headquarters
Glenurquhart Road
Inverness
IV3 5NX
01463 702029

DPO@highlifehighland.com

- **Supervisory authority**

If you are unhappy with the way we have processed your personal information you can contact the Information Commissioner:

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Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113

<https://ico.org.uk/global/contact-us/>