

PRIVACY NOTICE

Active Commute Club

This privacy notice is for the processing of personal information in relation to the Active Commute Club.

The data controller for the information being collected and used is South Lanarkshire College. Our registered office is College Way, East Kilbride, G75 ONE. If you have any concerns or queries about how we use your personal data you can contact our Data Protection Officer at dpo@slc.ac.uk

Your personal information

To join the account, the following information will be collected:

- Name
- Comments and photos that you post within the Teams channel
- SLC email address
- Submitted photos for competition entries

How we will use your information

The College will use your personal information for the following purposes:

- To verify that you are a SLC Student or staff member
- Responding to your queries or posts
- To administer competitions and contact prize winners
- Promote winners of the Active Commute Challenge within the College and externally e.g. via social media

Our lawful basis for using this information.

Legitimate Interests: The use is necessary for the purposes of a legitimate interest pursued by the College or a third party.

The legitimate interests of the College is to create a safe community for staff and students to share their experiences and promote the adoption of an active commute.

There is no intention to collect special category data, however if you choose to share any within the Active Commute Club account, for example health information, please be aware that it would be visible to all within the Teams channel and by doing this you are providing your explicit consent.

Sharing Your Information

If you are a prize winner, your entry will be shared on the South Lanarkshire College social media channels.

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Retention of Information

Any information that you post to the Teams channel will be retained by the College until the end of the academic year and then deleted.

Competition data will be retained for 7 working days from the date the final competition winner is announced. From the date of the announcement, the winner's entry may appear in College promotional materials for up to 3 years.

Your Rights

- Right of access to copies of your personal data (subject access request)
- Right to rectification if personal data we hold about you is incorrect
- Right to restrict processing of your personal data
- Right to complain to the Information Commissioner's Office about how we handle your data.
- Right to object to our processing of your personal data
- Right to request erasure of your personal data (deletion)