

Active Together Fair Processing Notice – Active Referral Scheme

This notice is to tell you about why your local District or Borough Council needs your information and how they will handle it. This notice is for:

Exercise Referral & Cardiopulmonary Rehabilitation programmes which are part of the Active Referral Scheme. These programmes are grant funded by Public Health at Leicestershire County Council and supported by Active Together (formerly Leicestershire and Rutland Sport)

What information do we need from you?

Active Together will not collect personal information directly from you. Active Together will not have access to the information that you provide on the referral form. Your referrer will securely send your information directly to your local District or Borough Council to process on your behalf. The only information Active Together receive from your District or Borough Council will be aggregate, statistical data. Please contact them if you require information on what they might hold about you.

Why do we need this?

Your local District or Borough Council will need this information to help exercise professionals design you a safe and effective exercise programme. The statistical data Active Together receive will be used for anonymous monitoring and evaluations purposes only.

Who will we share this with?

Sometimes Active Together need to share your anonymous information with others e.g., programme funders. We will only do this when it is necessary in order to offer you this service, or if we are required to do so by law. We do not plan to share it with anyone else or use it for anything else.

How will we keep it secure?

Your local District or Borough Council will take all reasonable steps to prevent the loss, misuse or alteration of your personal information. Only the people who need to see your personal information will be allowed access to it. They will not send your information outside of the UK.

How long will we keep it for?

Your local District or Borough Council will only keep this information for as long as necessary or as the law requires. For further information on how long your information will be kept by the other parties, please contact your GP or local District/Borough Council.

What if something changes?

If the information you provided changes or your circumstances change, please contact your referrer or local District/Borough Council. If we need to change something like who we want to share this information with, we will contact you to let you know.

What are your rights?

You may request to see a copy of the personal information your local District or Borough Council. The law also provides you with other rights regarding your information including some around; correction of inaccurate data, objection to processing, moving your information to somewhere else, and in some cases, getting your information deleted.

Version 4 Amendment

Active Together, who are legally hosted by Leicestershire County Council, are working in partnership with the Public Health Department to research and evaluate our Exercise Referral Scheme.

You may be asked by one of our local delivery partners (a District or Borough Council) if you consent to providing Active Together with your first name and mobile telephone number. This information will help us to contact you in the future for monitoring and evaluation purposes and about your experiences on the programme.

To exercise your rights to your Personal Data, please contact us at [Contact Us | Active Together \(active-together.org\)](#) or using the postal address, Active Together , SportPark, 3 Oakwood Drive, Loughborough, Leicestershire, LE11 3QF . We will respond to reasonable requests as soon as practicable, and in any event, within the time limits prescribed by law.

If you are not satisfied with any response you may receive from us based on a complaint or concern about your personal information, you then have the option of contacting the Information Commissioners Office to take that complaint further. The Information Commissioners Office does like to see that you have raised a complaint with the Council first and received a response before contacting them. If you do wish to contact them, the address details can be found below:

The Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF

Telephone: 0303 123 1113 (local rate) or 01625 545 745 (national rate)

Website: www.ico.org.uk

Email: casework@ico.org.uk