



**moray leisure centre
healthy living centre**

- **Purpose**

Booking - for sole use, as a group or club to a designated department. To book onto a course or into group run activities.

- **Description**

We offer the opportunity for individual customers, large groups and clubs to pre book certain departments, courses or events within our facility, either for sole use or as a group. We need to ensure that area is fully staffed and equipped for above average numbers. Personal information is required to administer the booking.

Your contact details (including your email, if supplied) will be used to contact you in relation to the Booking Form.

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

If you do not provide us with your personal information then you will be unable to complete the Booking Form.

- **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**

- Access to personal data
- Rectification of personal data
- Erasure of personal data
- Restrict processing of personal data

- **Who we share your information with**

We do not share your information with anyone.



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- **Data controller**

The data controller is Moray Leisure Ltd.

- **Data Protection Officer Contact our Data Protection Officer:**

Data Protection Officer
Moray Leisure Centre
Borough Briggs Road
Elgin
IV30 1AP
01343 550033
dpo@mlc-elgin.co.uk

- **Supervisory authority**

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

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113
<https://ico.org.uk/global/contact-us/>