



- **Purpose**

Lost Property forms

- **Description**

Personal items can often be left throughout the buildings after your departure, members of staff will check all areas as routine security checks and items left by customers will be recorded on the appropriate form and stored for safe keeping.

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

We are unable to release any item of lost property if you do not supply us with your contact details.

- **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**

In the event of a discrepancy or dispute the information may be shared with Police Scotland.

- **Data controller**

The data controller is Moray Leisure Ltd.



**moray leisure centre**  
**healthy living centre**

- **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](mailto: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/>