

Sharing your information with nominated representatives



We know how important it is to you that we keep your personal data safe. Based on feedback from our customers, we also recognise it is important for you to have the ability to allow another person to act on your behalf.

We've put this process together in order help us meet our obligations under data protection legislation and provide highest levels of customer service. Therefore, if you would like to nominate a representative to act on your behalf, please read the details below and complete this form.

ESSENTIAL INFORMATION

By completing this form, you will authorise Kirklees Active Leisure (KAL) to share your personal data and special categories of personal data (where we may hold this) with the nominated representatives listed on this form.

Examples of **personal data** and **special categories of personal data ('special category data')**.

Personal Data could include data such as your name, address, age, marital status, membership data, attendance data, sales history, employment status, comments and or complaints or account standing.

Special category data could include data such as your race, ethnic origin, political opinions, religious beliefs, trade union membership, genetics, biometrics, health, sex life or sexual orientation.

Once this form is completed, please return it to:

By post

Information Officer
Huddersfield Leisure Centre
Spring Grove St
Huddersfield
HD1 4BP

By email

data.protection@kal.org.uk

If you change your mind

If at any point you change your mind after submitting this form, please contact us as soon as possible on 01484 766131 or contact CENTRE@kal.org.uk and we can immediately remove this authorisation.

How we use the information you provide on this form

The data you provide us on this form will only be used to manage your nominated representative's access. We'll keep this information on record for as long as you remain an active customer with us, or you ask us to remove the access. For more information about how we use your personal information please visit our website: privacy.kal.org.uk

When the individuals you have nominated contact KAL on your behalf, they will be asked to confirm their password. Once we are comfortable with their identity, we can then discuss your account or records with them.

Your details

Your name:

Your address:

Your telephone number:

Your relationship to KAL:

(e.g. customer or employee)

Membership Number or Employee Number:

Who would you like to nominate?

Representative One

Representative Two

Name:

Password:

Passwords must not contain personal information or be offensive.

AUTHORISATION

By signing this form, you are confirming that you authorise KAL to:

- Discuss and divulge information, including personal data and special category data with the nominated representative(s).
- Make changes to your account based on the instruction of the representative*. This could include, for example, amending your membership subscription or making a booking/cancelling a booking on your behalf.

Your signature:

Date:

* Certain amendments will always require us to contact the account holder directly. In those circumstances we will advise your representative.

Office use only

Member or Employee ID	Date	Type
		CDPA7