



# New Fordley Juniors Football Club Privacy Policy

<b>Issue Date:</b>	19 July 2022
<b>Adoption Date:</b>	19 July 2022
<b>Last reviewed</b>	-

## INTRODUCTION

New Fordley Juniors Football Club (the “**Club**”, “**We**”, “**Us**”) is committed to protecting your personal data. This Policy provides information on how we collect and process your personal data.

## IMPORTANT INFORMATION AND WHO WE ARE

The Club is the controller and responsible for your personal data.

This Policy aims to give you information on how the Club collects and processes your personal data through your use of our websites, social media accounts and participating in competitions ran by the Club.

Data Privacy will be dealt with by a nominated member of the Club’s Committee. If you have any questions regarding this Policy or our data protection practices, please contact a member of the Club’s Committee.

## CONTACT DETAILS

**New Fordley Juniors Football Club**  
(Registered Charity No. 112 1947)

Annitsford Welfare  
Barrass Gardens  
Annitsford  
Cramlington  
NE23 7RB.

**Chairman:** Andrew Purvis  
**Secretary:** Joanne Williams

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## THE DATA WE COLLECT ABOUT YOU

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data). We may collect, use, store and transfer different kinds of personal data about you including:

► **Identity Data**

Which may include first name, maiden name, last name, username or similar identifier, marital status, title, date of birth and gender.

► **Contact Data**

Which may include billing address, email address and telephone numbers.

► **Financial Data**

Which may include card payment details.

► **Transaction Data**

Which may include details about payments to and from you and other details of products and services you have purchased from us.

► **Technical Data**

Which may include internet protocol (IP) address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform, and other technology on the devices you use to access our website.

► **Profile Data**

Which may include your username and password, purchases or orders made by you, your interests, preferences, feedback and survey responses.

► **Usage Data**

Which may include information about how you use our website, products and services.

► **Marketing and Communications Data**

Which may include your preferences in receiving marketing from us and third parties and your communication preferences.

## HOW IS YOUR PERSONAL DATA COLLECTED?

We use different methods to collect data from and about you including through direct interactions. You may give us your Identity, Contact and Financial Data by filling in forms or by corresponding with us by post, phone, email or otherwise. This includes personal data you provide when you:

- apply for our products or services;
- create an account on our website;
- subscribe to our service or publications;
- request marketing to be sent to you;
- enter a competition, promotion or survey; or
- give us feedback or contact us.
- Automated technologies or interactions. As you interact with our website, we will automatically collect Technical Data about your equipment, browsing actions and patterns. We collect this personal data by using cookies and other similar technologies.

## HOW WE USE YOUR PERSONAL DATA

We will only use your personal data for the purpose for which we collected it which include the following:

- To register you as a new member/user
- To manage your relationship with us

- To enable you to participate in a prize draw, competition or complete a survey
- To improve our website, products/services, marketing or customer relationships
- To recommend products or services provided by our sponsors and benefactors which may be of interest to you

## HOW WE SHARE YOUR PERSONAL DATA

We may share your personal data with selected third parties.

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

## COOKIES

You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some parts of our website may become inaccessible or not function properly.

## OPTING OUT

You can ask us or third parties to stop sending you updates or marketing messages at any time by contacting us at any time.

## YOUR LEGAL RIGHTS

Under certain circumstances, you have rights under data protection laws in relation to your personal data including the right to receive a copy of the personal data we hold about you and the right to make a complaint at any time to the Information Commissioner's Office ("ICO"), the UK regulator for data protection issues.

You have the right to:

Request access to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.

Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.

Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have successfully exercised your right to object to processing, where we may have processed your information unlawfully or where we are required to erase your personal data to comply with local law. Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.

Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms. You also have the right to object where we are processing your personal data for direct marketing purposes. In some cases, we may demonstrate that we have compelling legitimate grounds to process your information which override your rights and freedoms.

Request restriction of processing of your personal data. This enables you to ask us to suspend the processing of your personal data in the following scenarios:

- ▶ If you want us to establish the data's accuracy.
- ▶ Where our use of the data is unlawful but you do not want us to erase it.
- ▶ Where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims.
- ▶ You have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.

Request the transfer of your personal data to you or to a third party. We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format. Note that this right only applies to automated information which you initially provided consent for us to use or where we used the information to perform a contract with you.

Withdraw consent at any time where we are relying on consent to process your personal data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent.

For more information about your rights and the ICO, please visit [www.ico.org.uk](http://www.ico.org.uk).

## **CHANGES TO THE PRIVACY POLICY AND YOUR DUTY TO INFORM US OF CHANGES**

We keep our privacy policy under regular review.

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

## **THIRD-PARTY LINKS**

Our website and social media accounts may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy policy of every website you visit.

## **DATA SECURITY**

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have

a need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

## **DATA RETENTION**

We will only retain your personal data for as long as reasonably necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, regulatory, tax, accounting or reporting requirements. We may retain your personal data for a longer period in the event of a complaint or if we reasonably believe there is a prospect of litigation in respect to our relationship with you.

To determine the appropriate retention period for personal data, we consider the amount, nature and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal, regulatory, tax, accounting or other requirements.

## **TIME LIMIT TO RESPOND**

We try to respond to all legitimate requests within one month. Occasionally it could take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

The Chairman and Secretary acting on behalf of New Fordley Juniors Football Club agree to the adoption of the '**Privacy Policy**' with the endorsement of the Club Committee and for the benefit of the Club's membership.

*Andrew Purvis*

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**Chairman**

*Joanne Williams*

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**Secretary**