

Royal Wootton Bassett Sports Association Privacy Notice

1. Purpose

Royal Wootton Bassett Sports Association (Sports Association) ("we", "our", "us") take your privacy very seriously. This Privacy Notice sets out how we use and look after the personal information we collect from you. We are the data controller, responsible for the processing of any personal data you give us. We take reasonable care to keep your information secure and to prevent any unauthorised access to or use of it.

2. What personal data we hold on you

Personal data means any information about an individual from which that individual can be identified. The Sports Association collect, use, store and transfer some personal data of our participants and other Sports Association members too.

You provide information about yourself when you register with the Sports Association, and by filling in forms at an event or online, or by corresponding with us by phone, e-mail or otherwise. This information can be passed onto the Sports Association by our members clubs.

The information you give us may include your name, date of birth, address, e-mail address, phone number, gender, and the contact details of a third party in the case of emergency. We may also ask for relevant health information, which is classed as special category personal data, for the purposes of your health, wellbeing and welfare. Where we hold this data it will be with the explicit consent of the participant.

3. Why we need your personal data

We will only use personal data for any purpose for which it has been specifically provided.

The reason we need participants' and members' personal data is to be able to run the Sports Association and arrange bookings; to administer memberships, and provide the membership services you are signing up to when you register with the Sports Association. Our lawful basis for processing your personal data is that we have a contractual obligation to you as a participant or member to provide the services you are registering for.

We have set out below, in a table format, a description of all the ways we plan to use your personal data, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are where appropriate.

Purpose/ Processing Activity	Lawful Basis for processing under Article 6 of the GDPR.
Processing membership forms both social and shared by the member club.	Performance of a contract
Organising pitch / facility hire	Performance of a contract
Sending out booking or Sports Association information and updates.	Performance of a contract
Purchasing, Purchase order processing.	The Sports Association has a legitimate interest to hold supplier contact/s to allow purchasing processing.

Royal Wootton Bassett Sports Association Privacy Notice

External customer facility hire / bookings	The Sports Association has a legitimate interest to hold customer contact/s to allow facility bookings.
Sharing data with committee members to provide information about Sports Association activities, membership renewals or invitation to social events. (Social media & Web based communications)	The Sports Association has a legitimate interest to maintain member and participant correspondence for Sports Association community purposes.
Sharing data with third party service or facility providers.	The Sports Association has a legitimate interest to run the organisation efficiently and as it sees fit. Provision of some third party services is for the benefit of the Sports Association, participants and its members.
Sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority.	The Sports Association has a legitimate interest to run the organisation efficiently and as it sees fit. Application for funding is a purpose that benefits the Sports Association, participants and its members.
Payroll Processing / Employed staff & Contractors.	Performance of a contract
Sending out marketing information such as newsletters and information about promotions and offers from sponsors	Consent. We will only send you direct marketing if you are an existing member, participant or other associated individual and you have not previously objected to this marketing, or, you have actively provided your consent.
To ensure we understand possible health risks	Consent. We will only process details on your medical history with your consent.

4. Who we share your personal data with

When you become a member of the Sports Association, your information, is kept within a database, which is administered by the Sports Association.

We may disclose your personal information to third parties to comply with a legal obligation; or to protect the rights, property, or safety of our participants, members or affiliates, or others.

The Sports Association's data processing may require your personal data to be transferred outside of the UK. Where the Sports Association does transfer your personal data overseas it is with the sufficient appropriate safeguards in place to ensure the security of that personal data.

5. Protection of your personal data

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.

6. How long we hold your personal data

We keep personal data on our participants and members while they continue to be a participant or member or are otherwise actively involved with the Sports Association. For customer bookings we will delete this data after 12 months after no activity, for member clubs this will be 12 months following membership

Royal Wootton Bassett Sports Association

Privacy Notice

renewal, or sooner if specifically requested and we are able to do so. We may need to retain some personal data for longer for legal or regulatory purposes.

7. Your rights regarding your personal data

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.

As a data subject you are not obliged to share your personal data with the Sports Association. If you choose not to share your personal data with us we may not be able to register or administer your membership, therefore you will not be able to join the Sports Association.

We may update this Privacy Notice from time to time, and will inform you to any changes in how we handle your personal data.

If you have any questions about this Privacy Notice then please contact The Sports Association Chairperson.

Endorsed by:

Signed: (Sports Association Chairman)

Date: 15th May 2018

Keith Sealy

Signed: (Sports Association Vice Chairman)

Date: 15th May 2018

Andy Walduck