

BIRMINGHAM & SOLIHULL RUGBY FOOTBALL CLUB

PRIVACY POLICY AND COMPLIANCE STATEMENT

Effective May 2018



About this Policy and Compliance Statement

Birmingham & Solihull Rugby Football Club is committed to protecting your privacy and complies with the principles of the relevant data protection regulations. This privacy policy explains how and why we collect your personal data and how it is used.

About Birmingham & Solihull Rugby Football Club and our Data contacts

Whilst we will keep all of your personal information confidential, we reserve the right to disclose this information in the circumstances as set out within this policy. We confirm that we will keep the information on a secure server and that we will comply fully with all applicable UK Data Protection legislation and regulations in force from time to time.

We may change this Policy from time to time so please check this page occasionally to ensure that you're happy with any changes. By using our website, you're agreeing to be bound by this Policy.

Any questions regarding this Policy and our privacy practices should be sent by email to info@beesrugby.com or by writing to us at Birmingham & Solihull Rugby Football Club, Forshaw Heath Lane, Portway, Birmingham B94 5LH, Alternatively, you can telephone the club at 01564 822394.

How we use personal data

We may collect and retain in our records some or all of the following data about you (although this is not an exhaustive list):

- a) information that you need to provide when you acquire or use our services. This information may include name, address, telephone number, email address.
- b) other information which is optional for you to provide when you acquire or use our services;
- c) details of your correspondence with Birmingham & Solihull Rugby Football Club and any other information you have given to Birmingham & Solihull Rugby Football Club

We will use only use data in the following ways:

- a) Consent: the individual has given clear consent for us to process their personal data for a specific purpose. For example, they've signed up to our newsletter to receive marketing emails.
- b) Contract: the processing is necessary for a contract we have with the individual, or because they have asked us to take specific steps before entering into a contract.
- c) Legal obligation: the processing is necessary for us to comply with the law.
- d) Vital interests: the processing is necessary for us to protect someone's life.
- e) Public task: the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.
- f) Legitimate interests: the processing is necessary for our legitimate interests or the legitimate interests of our clients unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

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Who we share personal data with and why

We will only disclose information to unrelated third parties without your consent if we are under a duty to disclose or share such information in order to comply with any legal obligation, or on the request of a legal or regulatory authority, or in order to enforce or apply our Terms and Conditions, or if we are otherwise permitted to do so in accordance with applicable data protection laws.

How you can access and update your information

Your data and your rights

Under UK data protection law you have the right to request that we update your personal data at any time. You also have the right to object if your personal data are being processed unlawfully (e.g. if the data are retained for longer than necessary for the purpose for which they were collected). If you wish to exercise these rights please email us at info@beesrugby.com.

You have the right to make a request for access to information held about you (a "subject access request"). If you would like to make a subject access request please email info@beesrugby.com and use the heading "SUBJECT ACCESS REQUEST" in your email. Your right of access will be handled in accordance with applicable data protection laws.

How you can withdraw consent for us to use your data

If you have any questions or concerns about how Birmingham & Solihull Rugby Football Club handles your personal information, please contact our Data Protection Officer at info@beesrugby.com

Our Security and your data

We will take appropriate security measures against unlawful or unauthorised processing of your information, and against the accidental loss of, or damage to, your information. The security of your personal information is very important to us and our objective is to maintain the confidentiality, integrity and availability of information as follows:

- Confidentiality – only authorised people can access the information.
- Integrity – information should be accurate and suitable for the purpose for which we use it.
- Availability – only authorised users should be able to access the data if they need it for authorised purposes.

Whilst we will use all reasonable efforts to safeguard your information, you acknowledge that the use of the internet or the storage of information can never be entirely secure and for this reason we cannot guarantee the security or integrity of any information held by us.

We will not retain data for longer than is necessary for the purposes for which it was collected.

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GDPR Compliance Statement

Our Data Protection Officer is The Club's Secretary – info@beesrugby.com

All our staff and contractors are familiar with GDPR and their personal responsibilities. You are welcome to see our policy. Please request via our contact us page.

All staff are trained on induction and every two years (or sooner if there is a major change in legislation).

We have a right to erasure process. If you wish to be erased, please email info@beesrugby.com

Our privacy notice above informs people what we do with their personal data.

No personal data is transferred outside of the EU.

When processing data we undertake the following:-

- The processing is lawful, fair and transparent
- Transparent about what the data is being used for
- Data is collected for a specific purpose
- The data is necessary for the purpose
- The data must be accurate and kept up to date
- Data is not kept for longer than necessary
- The data is kept safe and secure