**XX Club Data Protection - Privacy Notice**

We at **XX Club** take your privacy seriously, and this notice has been drafted, in line with the General Data Protection Regulations (GDPR) requirements to inform club members, officers, volunteers, and staff, (individuals), of our data protection policy and their rights

**Data Protection Lead**: xx

Number: xx

E-mail: xxxxx

**The type of personal information we use**

We collect, process, and store the following information, about you:

* **Identity Data**: title, name, address, home or work phone numbers, home or work email address, Job title and position,
* **Financial Data**: bank account and card payment details, invoicing details
* **Special Category Data:** health, medical data, learning needs, race, religion
* **Transaction Data:** Payments for services you have brought from us, or payments we have made to you.
* **Technical Data:** which refers to data which can be used to identify you indirectly such as IP address, cookie identifier, 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 used to access our Website
* **Profile and Usage Data:** this may include feedback and survey responses, enquires submitted by you. This may also include how you use our website, products, services and booking system
* **Marketing Data:** ways in which we keep you up to date with communications from us to you. You can tell us which way you prefer us to contact you by email, text, or post.

**How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

* So we can tell you about our services, and so we can meet our commitments to you
* So we can keep individuals involved in our services safe. Some of the information we obtain i.e. medical, health, behavioural and learning needs will help us meet our members’ needs
* So we can notify you of any changes to our services
* If you are an existing member, we may contact you about similar services we provide which may be of interest to you
* XX Club provides updates in the form of *newsletters, emails, texts, or social media posts*
* Some of the services we run we are obligated to pass data onto sport governing bodies or funders. This may include the xxx, xxx, or xxx
* For marketing purposes, we may collect your data for internal use. We will never pass your personal data onto third parties for marketing purposes without your consent.
* From time to time we may ask individuals to complete surveys and or to give us feedback on our activities, this helps us to improve our services.
* We also collect this information and data so we can show what impact our services are having in our customers lives, sometimes we are obligated to do this from our funders, but other times we do it to attract new funding. We may be asked to provide named case studies, for which we would always ask for your consent

**Our commitment to you**

We will ensure that we have your consent to collect, process and store your personal data.

We will ensure that your personal data is:

* Processed lawfully, fairly, and transparently
* collected and processed for a specific, legitimate purpose and not used any way that is not compatible with that purpose
* restricted to only that data that is necessary to meet our specific requirement
* accurate and, where necessary, kept up to date
* maintained to enable accurate record keeping and is kept for no longer than is necessary
* protected by security measures (such as encryption, passwords, and securely locked cabinets) to protect against unlawful or unauthorised processing, and against loss, destruction, or damage.
* Not disclosed to another person without consent, unless it is necessary for safeguarding purposes

**Your data protection rights**

**Consent** – we must have your consent to collect, process and store your data. Once consent has been given you have the right to withdraw that consent. You also have other rights which include:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information.

**Your right to object to processing** - You have the right to object to the processing of your personal information.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. We have one month to respond to you if you wish to make a request in respect of these rights.

Please contact us at:

Office tel: xxx email: xxx

Postal: xxx

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**How to complain**

If you make a request and you have any concerns about our use of your personal information, you can make a complaint to us at:

Office tel:

Postal:

If you are still unhappy with how XX Club have used your data, you can then contact the ICO

The ICO’s address:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

This Policy will be reviewed by xx.xx 2x

**Consent letter – Child member Appendix 1**

Child’s name: Date:

Dear [parent/carer name],

At XX Club we use information about your child in several different ways, and we would like your consent for the ways we use this personal data, which we have set out in our privacy notice.

If you are not happy for us to use information in the ways we outline in our privacy notice, that is no problem – we will accommodate your preferences.

Similarly, if you change your mind at any time, you can let us know by emailing [email address data protection lead], calling XX Club on [phone number], or just popping into the club.

If you have any other questions, please get in touch.

Kind Regards

XXXXX

Data Protection Lead

[Add this if you have previously sought consent] Why are we asking for your consent again?

As part of our commitment to processing personal data fairly and transparently, we want to remind you of the consent you’ve previously given us and make sure you’re still happy with the ways we use your child’s data.

We would appreciate you taking the time to give consent again, as we really value being able to use the information in the ways listed below.

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I have read and understood the Privacy Notice and consent to XX Club using the personal data of Child’s name in the ways outlined in the notice.

Signature --------------------------------------------

Parent/carer name

Date:

**Consent letter – Adult member / Staff member Appendix 2**

 Date:

Dear

At XX Club we use information about you in several different ways, and we would like your consent for the ways we use this personal data, which we have set out in more detail in the Privacy Notice.

If you are not happy for us to use information in the ways we outline in our privacy notice, that is no problem – we will accommodate your preferences.

Similarly, if you change your mind at any time, you can let us know by emailing [email address data protection lead], calling XX Club on [phone number], or just popping into the club.

If you have any other questions, please get in touch.

Kind Regards

XXXXX

Data Protection Lead

[Add this if you have previously sought consent] Why are we asking for your consent again?

As part of our commitment to processing personal data fairly and transparently, we want to remind you of the consent you’ve previously given us and make sure you’re still happy with the ways we use your child’s data.

We would appreciate you taking the time to give consent again, as we really value being able to use the information in the ways listed below.

-----------------------------------------------------------------------------------------------------------

I have read and understood the Privacy Notice and consent to XX Club using my personal data in the ways outlined in the notice.

Signature --------------------------------------------

Name

Date: