

Privacy Policy SPFA

When you request information from Staffordshire Playing Fields Association, sign up to any of our services or donate funds to us, Staffordshire Playing Fields Association obtains information about you. This statement explains how we look after that information and what we do with it.

We take your privacy seriously and take care to ensure we always keep your data safe, only for as long as is needed and that it will only ever be used for the purposes for which we collect it. This policy details our promises to you and your rights in regard to your personal data. If you do not agree to this policy please do not use our services.

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1. Who are we?

Staffordshire Playing Fields Association, henceforth referred to as 'we' or 'us', was formed in 1927. Our registered charity number is 522816.

We offer an independent and impartial voice on many aspects relating to play, sport and physical activity. We help sports clubs and play associations to upgrade and improve their facilities and we help to preserve playing fields and green spaces for use by future generations.

2. What data will we collect?

We will never collect more data than is necessary for the purpose for which you have provided it. Any data that is unnecessary for the purpose for which we have obtained it will be deleted.

We will collect your data in a number of ways. In the majority of cases this will be when you provide it to us directly by, for example, completing membership forms, correspondence, mailing lists and loan applications. We may also collect your data when you use our website or when you give third parties, including social networks, permission to share your data with us. The type of data we

collect may include, but not be limited to, name, postal address, email address, telephone number and IP address.

3. How will we use your data?

We will only ever use your data for the purpose, or purposes, for which you have provided it. These purposes may include, but not be limited to, offering or providing services, keeping records and communicating with you, and information relating to the Association's Annual Report, and papers relating to the AGM and Executive Committee Meetings.

The activities for which we process your data may include, but not be limited to, helping with the ongoing protection of play areas and green spaces, responding to queries and providing information, delivery of information about AGM and Executive Meetings and the processing of donations and subscriptions.

There are a number of different legal bases under which we are able to process your personal data. We may process your personal data because we have a legal obligation to do so, because it is necessary for performance of a contract, because you have consented to it, or because we have a legitimate interest to do so that does not harm any of your rights, but we are mindful of the requirements of data protection and the processing of personal data. Your personal data will be stored securely on our computer systems and/or on paper records. We take all reasonable steps to prevent accidental or unlawful destruction, loss, alteration or unauthorised disclosure of, or access to, your data.

4. How long will we keep your data?

We will never retain your data for longer than is necessary for the purpose for which it has been provided.

We will provide you with an opportunity to opt out of receiving future information each time we contact you.

In some instances we are required to hold information for set periods of time to meet statutory requirements, for example the processing of GiftAid.

If you withdraw consent or request not to be contacted by us, we may still hold limited personal data to ensure we can honour your request, unless you request to be forgotten completely.

5. Who will we share your data with?

We will never share your data with any third parties unless we are legally required to do so or receive your consent to do so either at point of data collection or subsequently.

6. Your rights

When you provide us with your personal data you have a number of rights:

- To know what data we hold on you, why we hold it and how long we will hold it for (the right to be informed). This information is contained within this privacy policy.
- To see a copy of the data we hold on you (the right of access). We will provide this to you within one month of your request. If you would like to see a copy of your data, please contact us.
- To correct the data we hold on you if it is incorrect (the right to rectification).
- To ask us to remove all personal data we hold about you (the right to erasure).
- To ask us to stop using your personal data for a specific activity or for all activities (the right to restrict processing).
- To receive a copy of your data and reuse for your own purposes (the right to data portability).
- To object to us using your personal data for direct marketing purposes (the right to object).
- To be informed about and refused to be subject to automated profiling or decision making (the right to review automated decision making/profiling).
- Individuals or organisations can decide not to receive communications or change how we contact you at any time. If you wish to do so, please contact us by email -staffspfa@gmail.com or write to The Secretary, Staffordshire Playing Fields Association, Willowmore House, Green Road, Weston, Staffordshire, ST18 0JQ

7. Getting in contact

If you wish to discuss anything contained within our privacy policy, find out more about our data protection policies, correct information we hold about you or request a copy of your personal data, you can get in contact with us by emailing staffspfa@gmail.com or phoning 01889 270620

We will aim to respond to your enquiry as soon as possible and always within the statutory requirement of one month of receipt. If you are not satisfied with

the response you receive from us or believe we are processing your personal data unlawfully you can complain to the Information Commissioner's Office or the Fundraising Regulator. Details of how you can do this can be found at www.ico.org.uk

8. Changes to this Privacy Policy

We will review and amend this Privacy Policy from time to time to ensure it remains up to date and accurately reflects how and why we use your personal data. The current version of our Privacy Policy will be posted on our website at **www.staffsplayingfieldsassociation.com**

This policy is kept under regular review and was last updated in September 2018.