

Tockwith Sportsfield Trust

Privacy Statement

Tockwith Sportsfield Trust 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.

What personal data we hold on you

Personal data means any information about an individual from which that individual can be identified. We collect, use and store some personal data of our users and hirers.

You provide information about yourself when you sign up to hire the premises or when you volunteer to help us. You may also fill in forms at an event or online, or by corresponding with us by phone, e-mail or otherwise.

The information you give us may include your name, date of birth, address, e-mail address, phone number. Where we hold this data it will be with the explicit consent of the individual.

Where we need to collect personal data to fulfil Sportsfield administration and you do not provide that data, we may not be able disseminate relevant information.

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 pass on relevant information and to keep you up to date.

Our lawful basis for processing your personal data is that we have a contractual obligation to you as a hirer, employee, volunteer or committee member.

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.
To inform about meetings, send minutes, give up to date health and safety information	Performance of a contract
sending out Sportsfield information and updates	Performance of a contract

sharing data with community on websites and notice boards	Performance of a contract
sending out marketing information such as newsletters and information	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
As an employee to pass on relevant information	Performance of a contract

Who we share your personal data with

When you become a Sportsfield Trust Committee member, hirer or volunteer your information will be entered onto a database.

We may share your personal data by displaying it on notice boards and on the Village Hall and Parish Council Website. This will only done with your permission.

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 committee members, hirers or volunteers.

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.

How long we hold your personal data

We keep personal data on our committee members, hirers and volunteers while they continue to be a named representative or are otherwise actively involved with the Sportsfield. We will delete this data after a named representative, employee, committee member or volunteer or member has left or otherwise ended their link with the Sportsfield, or sooner if specifically requested and we are able to do so. We may need to retain some personal data on employees for longer for legal or regulatory purposes. If you would like your personal data to be deleted then please contact the current named data controller.

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, 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 Sportsfield Trust. If you choose not to share your personal data with us we may not be able to provide hiring or services, fulfil any contracts or keep you fully informed of news and information about the sportsfield.

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 Statement then please contact the Data Controller.