



Gloucestershire Playing Fields Association (GPFA)

Privacy Policy

For the purpose of UK data protection laws and the General Data Protection Regulation ('GDPR'), the data controller is the Gloucestershire Playing Fields Association, registered as a charity in England and Wales (No: 314301), address: 31 Cheltenham Road, Gloucester, GL2 0JF.

Introduction

This policy sets out how GPFA processes your personal data as a member (or representative of a member organisation) of the Association.

Everyone has rights regarding the way in which their personal data is handled. During the course of our activities we collect, store and process personal data about our members and other third parties, and we recognise that the correct and lawful treatment of this data will maintain confidence in the organisation and will provide for successful administrative operations.

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following to understand our views and practices regarding your personal data and how we will treat it.

Data protection principles

When processing your information, we must comply with the six enforceable principles of good practice. These provide that your information must be:

- processed lawfully, fairly and in a transparent manner;
- processed for specified, explicit and legitimate purposes;
- adequate, relevant and limited to what is necessary;
- accurate and kept up-to-date;
- kept for no longer than is necessary; and
- processed in a manner than ensures appropriate security.

The information you give to us

You may give us information by:

- filling in forms or making an enquiry via our website or sending membership application forms directly by email or post
- participating in discussion boards or other social media functions
- giving us your business card
- entering a competition, promotion or survey organised by us
- corresponding with us by phone, email, letter or otherwise, or
- from someone else who has nominated you for an award (for example a family member or sports coach) and who has provided us with your contact details for that purpose

The type of information we collect

We may collect the following types of personal data about you:

- Contact and communications information, including your name, postal address, email address, telephone numbers, as well as records of communications and interactions we have had with you;
- Financial information, including Direct Debit or Standing Order details;
- Details of your organisation and job title;
- Certain other information which you volunteer when making use of your membership benefits (for example, when making grant or loan applications)

How we use personal data

Before we use your personal data, we are required to confirm the 'legal basis' that allows us to use your information:

- As a not-for-profit organisation GPFA uses the legal basis of 'Legitimate Interests' to process personal data (in relation to its members).
- This means the interest of our organisation in conducting and managing our affairs to enable us to give you the best support and services and the best and most secure experiences.
- We make sure we consider and balance any potential impact on you (both positive and negative) and your rights before we process your personal information for our legitimate interests.
- We do not use your personal information for activities where our interests are overridden by the impact on you (unless we have your consent or are otherwise required or permitted to by law).
- You can obtain further information about how we assess our legitimate interests against any potential impact on you by getting in touch with us using the contact details at the end of this document.
- All information you give us is given entirely at your discretion. We use this information for administration of your membership subscription, taking payments for membership fees and events, to administer grants or loans in respect of a contract and for keeping you up-to-date on news, relevant issues and activities of the Association and other like-minded organisations.
- If you do not provide that information, then we may be unable to notify you about changes to our membership services, invite you to events, or keep you updated with regards to other relevant activities or developments of the Association.

Sharing your information with others

Should we enter into a legal contract with you for grants, loans, services or goods, we may share your information with a third party such as a solicitor, in the event of standard contract negotiations or disputes.

We will not disclose your personal information to any other parties without first obtaining your consent.

We do not sell or share your personal data for other organisations to use. Personal data collected and processed by us will only be shared with our management committee and volunteers, for the purposes of administering membership and giving you access to the benefits to which you are entitled and only where necessary.

Identifying you as a GPFA member

If you are a GPFA member (a person who is representing one of our member clubs and organisations, town and parish councils), we may identify you and your organisation in our marketing material, although we will never publicly disclose any confidential information about you without having obtained your prior consent.

If you do not agree to us identifying you as a GPFA member, please notify our Secretary, Kay Lillington, by writing to the address at the end of this policy, or by emailing us: secretary@glospfa.org.uk

If you are an individual GPFA member, we will also ask for your consent before identifying you as a member.

Where we store your personal data

All information you provide to us is stored on a private personal computer (with backup external hard drive) in a private residence in the United Kingdom, or on secure cloud-based servers in a country within the European Economic Area that the European Commission has designated as having adequate levels of data protection.

We will take all steps reasonably necessary to ensure that your data is stored and treated securely.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk.

How long we will store your personal data

We keep your personal data only for as long as necessary for each purpose we use it. For most membership data, this means we retain it for so long as you have a valid GPFA membership and for a period of six years after your last interaction with us (for accounting, tax reporting and record-keeping purposes).

Your rights

You have various legal rights in relation to the information you give us, or which we collect about you, as follows:

- You have a right to access the information we hold about you free-of-charge, together with various information about why and how we are using your information, to whom we may have disclosed that information, from where we originally obtained the information and for how long we will use your information.
- You have the right to ask us to rectify any information we hold about you that is inaccurate or incomplete.
- You have the right to ask us to erase the information we hold about you (the 'right to be forgotten'). Please note that this right can only be exercised in certain circumstances and, if you ask us to erase your information and we are unable to do so, we will explain why not.
- You have the right to ask us to stop using your information where: (i) the information we hold about you is inaccurate; (ii) we are unlawfully using your information; (iii) we no longer need to use the information; or (iv) we do not have a legitimate reason to use the information.
- You have the right to ask us to transmit the information we hold about you to another person or company in a structured, commonly-used and machine-readable format. Please note that this right can only be exercised in certain circumstances and, if you ask us to transmit your information and we are unable to do so, we will explain why not.
- Where we use/store your information because it is necessary for our legitimate business interests, you have the right to object to us using/storing your information. We will stop using/storing your information unless we can demonstrate why we believe we have a legitimate business interest which overrides your interests, rights and freedoms.

- Where we use/store your data because you have given us your specific, informed and unambiguous consent, you have the right to withdraw your consent at any time.

If you wish to exercise any of your legal rights, please contact the GPFA Secretary, Kay Lillington, by writing to the address at the end of this policy, or by emailing us at secretary@glospfa.org.uk

You also have the right, at any time, to lodge a complaint with the Information Commissioner's Office if you believe we are not complying with the laws and regulations relating to the use/storage of the information you give us, or that we collect about you.

Automated decision-making

GPFA does not use automated decision-making processes.

Changes to our policy

Any changes we make to our policy in the future will be posted on the GPFA website (www.glospfa.org.uk) and, where appropriate, notified to you by post, email or via social media. Please check our website frequently to see any updates or changes to our policy.

Contact

Questions, comments and requests regarding this policy should be addressed to the GPFA Secretary, Kay Lillington, by writing to the address below, or by emailing us at secretary@glospfa.org.uk

**Gloucestershire Playing Fields Association,
31 Cheltenham Road,
Gloucester,
GL2 0JF
tel 07504 544413**

This privacy policy was last reviewed: April 2018