

Jed-Forest RFC

Please Retain for your records

Jed-Forest RFC will act as the 'Data Controller' for the personal data you provide to us. The information held by Jed-Forest RFC is managed by Officials of Jed-Forest RFC and contained within Jed-Forest RFC systems.

Address: Jed-Forest RFC, Riverside Park, Jedburgh TD8 6UE

Email: treasurer@jedforestrfc.com

The information we collect from you will include details such as your name, address, Email address, telephone number.

Why do we need this information?

Your information is being collected to allow the Club to administer the process of applying for Membership or renewal of membership.

We need to know the personal data held or requested on the application form in order to provide this service to you. If you do not provide this information, then we will be unable to process your request for membership or renewal of current membership. We will not collect any personal data from you that is not needed for this purpose.

The lawful basis for collecting your information in these circumstances is in performance of a contract: as we are required to collect your information in order to carry out the function of Club Membership within the terms of the club's constitution and rules.

What will we do with your information?

We will use your information to process your application for membership or renewal of existing membership. The club will not share this information with any other individual or organisation.

How long will we keep your information?

We will keep your information for the length of time you remain a member of Jed-Forest RFC, and after this it will be destroyed under secure arrangements.

Automated Decision Making

No automated decision making will take place.

Your Rights

You have the right to request access to any personal data held about you by the Club. If you are unhappy with the way the Club has processed your personal data, you can raise your concerns with us using the contact details above. If after raising your concerns with the Data Protection Officer, you remain dissatisfied you have the right to complain to the Information Commissioner's Office.

Information Commissioner's Office

The ICO is the UK's independent body set up to uphold information rights.

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113 Email: casework@ico.org.uk

The Information Commissioner's Office - Scotland

45 Melville Street, Edinburgh, EH3 7HL. Telephone: 0303 123 1115 Email: Scotland@ico.org.uk