



Introduction & General Terms

This document ("**Privacy Policy**"), make up our commitment to protecting personal information we hold about our members, prospective members, away travel members, competition entrants, website users or any other data subject whose personal information we hold. Personal information as outlined in this policy is being processed by Bingley Bantams Supporters Group ("**we**", "**our**", "**us**", "**Bingley Bantams**"). You can find out more about us by visiting <http://bingleybantams.co.uk/aboutus.html>

Our Commitment to you

We are committed to managing & safeguarding your personal information in accordance with current legislation and best practice. Our aim is to be responsible, relevant and secure when using your data. Whenever you provide personal information we will treat that information in accordance with this Privacy Policy. We will process the personal information you have supplied to us to conduct and manage our business to enable us to give you the most appropriate marketing, information, service and products and provide the best and most secure experience. These are what we consider to be our 'Legitimate Interests'. We endeavour at all times to keep your data accurate and secure, and to honour your data preferences with regard to receipt of direct marketing e.g. postal communications, email, mobile messaging and telephone calls.

We operate a website that may contain hyperlinks to websites owned and operated by third parties. These third-party websites have their own privacy policies, and are also likely to use cookies, and we therefore urge you to review them. They will govern the use of personal information you submit when visiting these websites, which may also be collected by cookies. We do not accept any responsibility or liability for the privacy practices of such third-party websites and your use of such websites is at your own risk.

Your personal data will not be disclosed to state institutions and authorities except if required by law or other regulation. Before we release data on this basis, we will ensure that the information is being provided to a genuine and properly authorised investigation.

We reserve the right to revise or amend this Privacy Policy at any time to reflect changes to our operations or changes in the law. Where these changes are significant we will endeavour to email all of our members to make sure that they are informed of such changes. However, it is your responsibility to check this Privacy Policy before each use of the Website.

What Data we collect

When we talk about personal data we mean any information that can identify you as an individual, such as your name and postal address.

Data you provide to us

When you participate in, access, purchase or sign up for membership, we receive personal information about you. This can consist of information such as your name, email address, postal address, telephone or mobile number.

How we use your data

We may use the information you share with us and the information we collect through your use of our Web site in the ways described below and as described at the time of capture.

Competitions & Prize Draws

We will use the details you have shared to manage your entry to any competition or prize draw. This may include your name, e-mail address and telephone number. We shall use such information to notify you if you are the winner. Your data will be retained for the period of the competition only and will not be added to any marketing lists

Events

We will use the details you have shared to manage your registration and entry into our event. This may include contact via telephone, email, SMS and post with information relating to the event you have registered to attend. Your data will not be added to any marketing lists unless you have consented to this and will only be shared with a third party where they are a third party who we have appointed to manage the delivery of the event.

Membership

We will use the details you have shared to manage your membership, which includes taking secure payments, to fulfil any gift that was offered at the time of purchase, to handle any query you may have and to contact you via telephone, email, SMS and post with information relating to your membership. e.g. to notify you of the expiry date of your membership, or to notify you of updates to our Privacy Policy. Your data will not be added to any marketing lists unless you have consented to this and will only be shared with third parties where we have appointed them to manage specific aspects of your membership.

Customer Services

We will use the information you provide to deliver services related to your membership to respond to inquiries or requests that you direct to us. Your data will not be added to any marketing lists unless you have consented to this and will only be shared with third parties where we have appointed them to manage specific aspects of your membership.

Direct Marketing

We may use the details you share with us to send you details of events and away travel by email, post, telephone or SMS wherever we have legitimate interest grounds to do so and where you have not objected. You can, at any time, email secretary@bingleybantams.co.uk to request your details are suppressed from all promotional campaigns. We won't use your personal data for marketing purposes at all if you've told us not to.

Legitimate Interest

We may process your personal data on the basis of a legitimate interest which may include promoting similar products or services via direct marketing activity, to manage suppression and unsubscribe requests received from you, to identify and prevent fraudulent behaviour, maintaining the security of our system, data analytics, enhancing, modifying or improving our services, identifying usage trends and determining the effectiveness of our campaigns.

Whenever we process data for these purposes we will ensure that we always keep your personal data rights in high regard and take account of these rights.

Links to third party websites

When you click on links on our web site, you will leave that site and go to a third-party site, which is outside of our control. When we place an advertisement on one of our sites, it does not signify that we are endorsing that advertiser's product or service. We do not accept responsibility for content, have no control over and our Privacy Policy does not apply to these companies, sites or content and if such third-party sites collect personal data, we cannot control how this data is processed, stored or used. We advise that you read their data collection statements, which accompany any registration and their Privacy Policies before you submit your personal information

Using our websites from outside the UK

We use servers located in the EEA to store data. When you submit your details and in whichever country you are situated you agree to the data being transferred to the EEA and processed under the terms of Regulation (EU) 2016/679 (**GDPR**) including any implementing data protection legislation in the UK. If you are not in agreement, please do not add your personal details on the website. Bingley Bantams makes no representation or warranty that the content and materials on the Website are appropriate or available for use in locations outside of the United Kingdom. Those who choose to access the Website or use the services from other locations do so on their own initiative and at their own risk, and are responsible for compliance with local laws, if and to the extent applicable.

How we keep your personal data secure

Bingley Bantams security policies, rules and technical measures have been implemented to protect your personal information from unauthorised or improper use and from accidental loss.

All data processors that have access to, and are associated with, the processing of your personal information are legally obliged to respect the confidentiality of your data.

How long we keep your personal data for

We will hold your personal information on our systems only for as long as required to provide you with the services of the Supporters Group.

Personal Data – Your rights

Under the GDPR including any implementing data protection legislation in the UK you have the rights shown below: -

Right of Access

You may, at any time, request access to the personal data that we hold which relates to you (you may have heard of this right being described as a **“subject access request”**).

Please note that this right entitles you to receive a copy of the personal data that we hold about you in order to enable you to check that it is correct and to ensure that we are processing that personal data lawfully. It is not a right that allows you to request personal data about other people, or a right to request specific documents from us that do not relate to your personal data.

You can exercise this right at any time by emailing secretary@bingleybantams.co.uk and telling us that you are making a subject access request. You do not have to fill in a specific form to make this kind of request.

Your Right to Rectification and Erasure

You may, at any time, request that we correct personal data that we hold about you which you believe is incorrect or inaccurate. You may also ask us to erase personal data if you do not believe that we need to continue retaining it (you may have heard of this right described as the “right to be forgotten”).

Please note that we may ask you to verify any new data that you provide to us and may take our own steps to check that the new data you have supplied us with is right. Further, we are not always obliged to erase personal data when asked to do so; if for any reason we believe that we have a good legal reason to continue processing personal data that you ask us to erase we will tell you what that reason is at the time we respond to your request.

You can exercise this right at any time by emailing secretary@bingleybantams.co.uk and telling us that you are making a request to have your personal data rectified or erased and on what basis you are making that request. If you want us to replace inaccurate data with new data, you should tell us what that new data is. You do not have to fill in a specific form to make this kind of request.

Your Right to Restrict Processing

Where we process your personal data on the basis of a legitimate interest you are entitled to ask us to stop processing it in that way if you feel that our continuing to do so impacts on your fundamental rights and freedoms or if you feel that those legitimate interests are not valid.

You may also ask us to stop processing your personal data (a) if you dispute the accuracy of that personal data and want us to verify that data’s accuracy; (b) where it has been established that our use of the data is unlawful but you do not want us to erase it; (c) where we no longer need to process your personal data (and would otherwise dispose of it) but you wish for us to continue storing it in order to enable you to establish, exercise or defend legal claims.

Please note that if for any reason we believe that we have a good legal reason to continue processing personal data that you ask us to stop processing, we will tell you what that reason is, either at the time we first respond to your request or after we have had the opportunity to consider and investigate it.

You can exercise this right at any time by emailing secretary@bingleybantams.co.uk and telling us that you are making a request to have us stop processing the relevant aspect of your personal data and describing which of the above conditions you believe is relevant to that request. You do not have to fill in a specific form to make this kind of request.

Your Right to Portability

Where you wish to transfer certain personal data that we hold about you, which is processed by automated means, to a third party you may write to us and ask us to provide it to you in a commonly used machine-readable format.

Because of the kind of work that we do and the systems that we use, we do not envisage this right being particularly relevant to the majority of individuals with whom we interact. However, if you wish to transfer your data from us to a third party we are happy to consider such requests.

Your Right to stop receiving communications

For details on your rights to ask us to stop sending you various kinds of communications, please email secretary@bingleybantams.co.uk

Your Right to object to automated decision making and profiling

You have the right to be informed about the existence of any automated decision making and profiling of your personal data, and where appropriate, be provided with meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing that affects you.

Exercising your rights

If you wish to exercise any of these rights or simply wish to find out what information, if any, we hold that relates to you, you must make your request in writing by sending an email to secretary@bingleybantams.co.uk

You can help us to process your request quickly by providing us with information that will help us identify records we hold that relate to you. For example, your name, address, email address, telephone number.