

SURREY PLAYING FIELDS

GDPR PRIVACY NOTICE

Officers, Executive Committee, Council Representatives and Partners

The Association, Surrey Playing Fields will be what is known as the Controller of the personal data you will provide to us. We are committed to respecting your privacy. We only collect basic personal data about you which does not include any special types of information or location based information.

This does however include name, address email, phone number.

This notice will explain to you how we may use the information we collect before, during and after your contract with us. The notice also we comply with the law on data protection and what your rights are.

For reference.

References to we, our or us in this privacy notice are to SURREY PLAYING FIELDS ASSOCIATION

Why we need your data.

Purpose	Personal Information used	Lawful basis
To administer any contract whether membership of the association or as a contact point to enable us to manage managing our relationship with you including payments, services, or any product enquires you may have with us.	All contact details, transaction and payment information	This is necessary to enable us to properly manage and administer your contract with us.

What we do with your details.

Your details that are provided when you commence your contract with us including the initial enquiry to either the Trustee committee or the County or Borough Development Officer will be held by the Association for the purposes of communicating with you as an individual, club or association on your application. We will not give your personal details away to any unauthorised Third Party.

How long do we keep your data.

Personal data such as Name, address, contact details will be kept for the time that you are a member club or Parish, Local Council contact until you advise us that your contract with us has ended after which time it will be destroyed.

What are your Rights.

If at any point you believe that the information that we hold for you is incorrect you can request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your information you can contact us on 01483 535283 or in writing to the club and or its committee and trustees to have this matter investigated

If you are not satisfied with our response or believe that we are processing your data not in accordance with the law you can complaint to the Information Commissioners' Office
:https://ico.org.uk

