

Mayfield Park S.C.

Privacy Notice

Mayfield Park SC takes 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, store and transfer some personal data of club users & Hirers.

You provide information about yourself when you use/hire the Club, and by filling in forms to book an event or communicate online via our facebook page or website, or by corresponding with us by phone, e-mail or otherwise.

The information you give us may include your name, address, e-mail address, phone number, gender & age. We may also ask for relevant health information, which is classed as special category personal data, for the purposes of your health, wellbeing, welfare and safeguarding i.e. if you complete the first aid book after an accident. Where we hold this data, it will be with the explicit consent of the participant or, if applicable, the participant's parent or guardian.

Where we need to collect personal data to fulfil Club responsibilities and you do not provide that data, we may not be able honour or administer your hire or use request.

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 hirer/user personal data is to be able to run the club and arrange and administer your hire/use request and provide the services you are signing up to when you complete a booking form with the club. Our lawful basis for processing your personal data is that we have a contractual obligation to you as a hirer/user of the club to provide the services you are requesting/booking.

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.
Processing booking forms and payments	Performance of a contract
organising entertainment on your behalf	Performance of a contract
sharing data third parties when arrange entertainment on your behalf	Performance of a contract
sharing data with committee members to provide information about club bookings	The Club has a legitimate interest to maintain member and participant correspondence for club community purposes.
sharing data with third party service or catering providers	services is for the benefit of the Club, participants and its members.

Who we share your personal data with

When you complete a booking form with the club, your information, will only be shared for the purposes of organising your event.

We may share your personal data with selected third parties, suppliers and sub-contractors such as entertainers, caterers. Third-party service providers will only process your personal data for specified purposes and in accordance with our instructions.

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 participants, members or affiliates, or others.

The Club's data processing does not require your personal data to be transferred outside of the UK.

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 hirers/users while they continue to be a hirer/user of the club and only whilst otherwise actively involved with the Club. We will delete this data not later than 1 month after the completion of the booking or after a regular user has ceased using the club for more than 1 month or otherwise given notice of termination, or sooner if specifically requested and we are able to do so. We may need to retain some personal data for longer for legal or regulatory purposes.

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, including direct marketing; 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 Club. If you choose not to share your personal data with us we may not be able to administer your booking, hire request.

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 Notice, then please contact Mayfield Park S.C.

mayfieldparksc@gmail.com