

# Gateshead Football Club Foundation



## Privacy Policy

Version 1.1 Last Review Date 18/10/2023



## Introduction

The Gateshead Football Club Foundation takes the privacy and security of your personal information very seriously.

Under the General Data Protection Regulation (Regulation (EU) 2016/679) (the "GDPR"), we are required to give you certain information about the way your personal information is used.

This policy sets out the basis on which any personal information we collect from you, or that you provide to us, will be processed by us.

## Who are we ?

Gateshead Football Club Foundation is a charity registered in England and Wales (registered charity number 1175544) whose registered office is Gateshead International Stadium Neilson Road Gateshead NE10 OEF.

## Information we may collect from you

You may give us information about you by filling in forms on our site or by corresponding with us by phone, email, in writing or otherwise.

The information you give us may include your name, address, email address and other contact information.

You will give us personal information:

- when you talk to us on the phone or by other means
- when you use our website
- in emails and letters
- in surveys
- if you take part in our events or promotions

## Information we collect about you

When someone visits <http://gfc-foundation.org.uk/> we collect standard internet log information and visitor details of behaviour patterns. We do this to find out things such as the number of visitors to the different parts of the site. We collect the information in a way which does not identify anyone. If

we do want to collect personally identifiable information through our website, we will be upfront about this, will ask for explicit consent and will make the purpose clear.

### Use of Cookies

A cookie is a small file placed on your computer's hard drive. It enables our website to identify your computer as you view different pages on our website.

Cookies allow websites and applications to store your preferences in order to present content, options or functions that are specific to you. They also enable us to see information like how many people use the website and what pages they tend to visit.

Cookies do not provide us with access to your computer or any information about you, other than that which you choose to share with us.

You can use your web browser's cookie settings to determine how our website uses cookies. If you do not want our website to store cookies on your computer or device, you should set your web browser to refuse cookies. However, please note that doing this may affect how our website functions. Some pages and services may become unavailable to you.

Unless you have changed your browser to refuse cookies, our website will issue cookies when you visit it.

### Data Use - how we use your personal information and our lawful bases to do so

Collecting this information helps us provide you with a service which meets your needs.

Specifically, we may use data:

Bookings – In order to perform our contractual obligations to you.

Event participants – For our legitimate interests in administering and delivering our events and, where applicable, in order to perform our contractual obligations to you.

Donors – For our legitimate interests in processing your donation.

Volunteers – For our legitimate interests in administering and delivering our events.

Website users – For our legitimate interests in improving our services, events and courses including our website user experience.

In each case we will also process personal data to the extent that we need to do so to comply with any applicable legal obligation and may in exceptional circumstances need to process your personal data to protect your vital interests.

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## How and why we may process special categories of personal data

We may need to use information revealing your racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data or information about your health, sex life or sexual orientation. We will only use this kind of information in the following ways, where:

- we have your explicit consent;
- it is necessary for us to use this information to protect your vital interests or those of another person where it is not possible to obtain consent;
- it is necessary for us to do so in connection with the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity; or
- in exceptional circumstances, another of the grounds specified in law for processing special categories of personal data are met.

In particular, we will need to collect these special categories of personal data for most event participants and volunteers to ensure that we can deliver our events safely and to meet the needs of our participants and volunteers. This information is only ever provided to us directly by you or by the parent, other person, school or other organisation booking the event on behalf of the participant.

## Retention - how long we keep your information

We will keep your data if you are a Trustee or volunteer of Gateshead Football Club Foundation, you are working with Gateshead Football Club Foundation or if you wish to receive details concerning Gateshead Football Club Foundation events.

## Data Security – how we keep your information safe

We will hold your information securely.

## Information Sharing and Disclosure – who we share your information with.

We will not provide your information other than as set out below.

We may disclose your personal data where necessary to:

- to the parent, school or other person or organisation who arranged your attendance at our events;
- to any emergency contacts provided by you or on your behalf;
- to any organisation or other entity which may acquire or merge with us; and

- to law enforcement and regulatory agencies in connection with any investigation to help prevent unlawful activity or where we have a legal right or duty to use or disclose your information (including for safeguarding or crime or fraud prevention purposes).

If you wish to exercise any of these rights, you should put your request in writing and provide us with enough information to identify you. If we need further information we will let you know.

If you have any concerns or questions as to the way in which we process your information please do contact us. In addition you have a right to bring a complaint with the Information Commissioner's Office or other applicable authority. More information on the Information Commissioner's Office and your rights is available at [www.ico.org.uk](http://www.ico.org.uk).

## Controlling Information About You

We will not lease, distribute or sell your personal information to third parties unless we have your permission, or the law requires us to.

## Links from Our Site

Our website may contain links to other websites. Please note that we have no control of websites outside of <http://gfc-foundation.org.uk/>. If you provide information to a website to which we link, we are not responsible for its protection and privacy. You are advised to read the privacy policy or statement of other websites prior to using them.

## Your rights

- 1) You have the right to ask for a copy of any of your personal information held by Gateshead Football Club Foundation. You can make a 'subject access request' under the General Data Protection Regulation.
- 2) You have the right to ask for your information to be corrected or updated.
- 3) You have the right to ask (in certain circumstances) for your information to be deleted.
- 4) You have the right to data portability
- 5) You have the right to object to or restrict the processing of your information.
- 6) You have the right to withdraw your consent at any time
- 7) You have the right to complain to the ICO



## Review

Our Privacy Policy is reviewed on a regular basis and at least on an annual basis.