

## **RISBYGATE SPORTS CLUB**

### **Privacy Policy**

This privacy policy sets out how Risbygate Sports Club ( RSC ) uses and protects any information that you give to us when you use become a member.

RSC is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when or after you become a member then you can be assured that it will only be used in accordance with this privacy statement.

RSC may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 24<sup>th</sup> May 2018.

#### **What we collect**

We may collect the following information:

- Name, address, telephone numbers.
- Contact information including email address
- Date of birth if under eighteen years of age.
- Name and contact details of parent/guardian of any person under the age of eighteen.
- Other information relating to medical condition in case of emergency. ( Optional )

#### **What we do with the information we gather**

We require this information to be able to communicate with you on all club matters and provide you and the club with specific services.

- Internal record keeping.
- We may periodically send promotional emails about events and or information about the section/s you join including competitions we think you may find interesting using the email address which you have provided.
- Member registrations with certain local leagues and certain county associations.

#### **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect from you or if applicable your guardian.

#### **We do not currently use cookies on our website.**

#### **How we would use cookies in the future.**

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an

individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We would use traffic log cookies to identify which pages are being used. This would help us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We would only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies would help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

## **Links to other websites**

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

## **Controlling your personal information**

You may choose to restrict the collection or use of your personal information in the following ways:

- whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes
- if you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at [info@risbygatesportsclub.co.uk](mailto:info@risbygatesportsclub.co.uk) .

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you please write to Risbygate Sports Club, Westley Road, Bury St Edmunds, Suffolk, IP33 3RR.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.