



# Buxton Football Club

The Tarmac Silverlands Stadium,  
Buxton, Derbyshire SK17 6QH  
T: 01298 23197 E: admin@buxtonfc.co.uk  
www.buxtonfc.co.uk

## Buxton FC – Privacy Policy

Buxton Football Club Limited (the Club) is committed to protecting our privacy.

### Introduction:

Buxton Football Club (the Club) is required to maintain a wide variety of records and information, including personal information, health and safety records, financial and Corporate records. The Club must ensure that records meet all principles of GDPR and are processed in line with other relevant UK legislation and 'best practice' guidance. Relevant information may also be transferred to other services or agencies and this must be handled confidentially and securely.

This Privacy Policy is not exhaustive and we are always happy to provide additional information or explanations where needed. Please contact our Data Protection Officer either by email (rob@buxtonfc.co.uk) or in writing using these contact details: Rob Turner, Buxton Football Club, The Tarmac Silverlands Stadium, Silverlands, Buxton, SK17 6QH.

### Why we process your personal information:

We process personal information for the following reasons

- To administer the MegaBucks lottery scheme
- To send you tickets for events or season tickets
- To take bookings for corporate hospitality or party bookings for the bar
- For health and safety purposes

### How we collect and use your personal information:

We receive personal information from you directly and store it securely for the purpose of completing a transaction or contacting you about a booking you have made or to let you know you have won money in the MegaBucks lottery.

### What information do we hold?

We only ask you for information we need and do not store it for longer than necessary.

### Where is your personal information stored?

We treat all personal information as sensitive and store it securely either in a password protected computer or a locked office or filing cabinet.

### Who do we share your personal information with?

We never sell or share your personal information. We are committed to protecting your privacy and will only process personal confidential data in accordance with UK data protection legislation, the Common Law Duty of Confidentiality and the Human Rights Act 1998.



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Everyone working for Buxton Football Club has a legal duty to keep information about you confidential. All identifiable information that we hold about you will be held securely and confidentially. We use administrative and technical controls to do this. We use strict controls to ensure that only authorised staff or Directors can see information that identifies you.

All our staff, volunteers and Directors receive appropriate training to ensure they are aware of their personal responsibilities to uphold confidentiality. All staff are trained to ensure they understand how to recognise and report an incident.

We will only keep information for as long as we need to.

If we need to transfer your personal information to countries outside of the European Economic Area (EEA) we will take proper steps to make sure that your information is protected by similar laws and safeguards. We will also inform you before your information is transferred outside the EEA. This does not affect your rights under UK data protection legislation.

We will never sell any information about you.

## Your Rights:

Under UK data protection legislation, you have certain rights over how your information is processed. They are:

- The right to be informed – we must provide fair processing information, which we do through this and other privacy policies or notices.
- The right of access – this is the right for you to have access to and copies of information that we hold about you.
- The right to rectification – this is the right to have personal data rectified if it is inaccurate or incomplete.
- The right to erasure – this is also known as the 'right to be forgotten'. We have a statutory obligation to hold certain records for a specific period of time e.g. staff records, volunteer records, records of donations, legacies etc. Therefore, a request for erasure of all or part of any record will always need to be discussed with our Data Protection Officer.
- The right to restrict processing – this is the right to block or suppress the processing of your personal data.
- The right to data portability – this is the right to obtain and re-use any information you have provided to us as part of an automated process.
- The right to object – this is the right to object to Buxton Football Club processing data because of a particular situation. We have a statutory obligation to process other records e.g. staff records, volunteer records, records of donations, legacies etc. Therefore, a request to stop processing will always need to be discussed with our Data Protection Officer.
- Rights in relation to automated decision making and profiling – UK data protection legislation provides safeguards for individuals against the risk that a potentially damaging decision is taken without human intervention. Buxton Football Club does not undertake automated decision making or profiling.

## Cookies:

Most websites you visit will use cookies in order to improve your user experience by enabling that website to 'remember' you. Cookies do lots of different jobs, like letting you navigate between pages efficiently, storing



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your preferences and generally improving your experience of a website. Cookies make the interaction between you and the website faster and easier.

Cookies may be set by the website you are visiting or they may be set by other websites who run content on the page you are viewing.

We use Cookies as part of our website but no personal information is collected. The Cookies are only used to improve how our website functions and make it easier for you to use it.

What is in a Cookie?

A cookie is a simple text file that is stored on your computer or mobile device by a website's server and only that server will be able to retrieve or read the contents of that cookie. Each cookie is unique to your web browser. It will contain some anonymous information such as a unique identifier and the site name and some digits and numbers. It allows a website to remember things like your preferences or login.

What to do if you don't want Cookies to be set:

Some people find the idea of a website storing information on their computer or mobile device intrusive, particularly when this information may be stored and used by a third party. Although this is generally quite harmless you may not, for example, want to see advertising that has been targeted to your interests. If you prefer, it is possible to block some or all cookies, or even to delete cookies that have already been set; but you need to be aware that you might lose some functions of that website. If you have any concerns about cookies, please contact our Data Protection Officer.

If we do hold personal identifiable information about you and you have any queries about the information we hold, please contact the Data Protection Officer using the details below: Rob Turner, Buxton Football Club, The Tarmac Silverlands Stadium, Silverlands, Buxton, SK17 6QH

## Responsibility:

The Chairman has overall responsibility for records management within the Club and ensuring the implementation of this policy throughout the Club.

Managers are responsible for ensuring that employees and volunteers are adequately trained in the aspects of records management relevant to their post and for ensuring that this policy is implemented within their area of responsibility.

Privacy is vitally important to us all at Buxton Football Club Ltd.

**David Hopkins, Chairman.**

**Date: June 2018**



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