

Arundel Castle Cricket Foundation Ltd.

Data Protection Policy

1. Policy Statement

- 1.1. We take privacy seriously and this policy (Privacy Policy) sets out how we will handle your personal data securely and in accordance with your rights.
- 1.1. The data controller is Arundel Castle Cricket Foundation of Arundel Park, High Street, Arundel, West Sussex BN18 9LH (“we”, “us” or “our”). notification to the data protection regulator may be found in the Information Commissioner’s Office Public Register of Data Controllers at www.ico.gov.uk.
- 1.2. To the extent that we determine the manner and the purpose of processing, we acknowledge that we are a Data Controller of your Personal Data (as such terms are defined in the Data Protection Act 1998 but which, on and from 25 May 2018, shall have the respective meanings given under the General Data Protection Regulation (EU) 2016/679) (the “**Regulation**”). We undertake to act in accordance with the Data Protection Act 1998 (and, on and from 25 May 2018, the Regulation) at all times (including having in place adequate levels of security in respect of such Personal Data). As noted above this Privacy Policy sets out the basis on which we will collect and process your Personal Data and that of any third party whose Personal Data you supply to us.
- 1.3. We will annually review the purposes for which we hold your Personal Data and will not hold it for longer than is necessary. We will also seek to minimise the Personal Data which we hold about you wherever possible. If we intend to make use of your Personal Data for any new purposes which would be considered incompatible with the purposes for which it was originally collected, as set out in this Privacy Policy, we will notify you of such intended uses and seek your consent to such activities, prior to the commencement of any such processing.

2. General Information

- 2.1. This Privacy Policy explains what Personal Data we collect about you when you donate and how we handle your Personal Data to ensure that we protect your rights. Please read this Privacy Policy carefully to understand how we will treat your Personal Data.
- 2.2. This Privacy Policy (together with our terms of use and any other documents referred to on it) sets out the basis on which any Personal Data we collect from you, or that you provide to us, will be processed by us.
- 2.3. We will seek your consent to the processing described in this Privacy Policy by asking you to tick relevant boxes situated on the form on which we collect your Personal Data.

3. Information we may collect from you

- 3.1. When you donate to Arundel Castle Cricket Foundation we may ask you to provide certain information such as your name, address, email address, contact number, bank account/credit/debit card details and date of birth. If you contact us, we may keep a record of that correspondence.

Sensitive information

- 3.2. In order to provide you with our services we may need to collect Personal Data from our employees and contractors which are defined as ‘sensitive’, such as medical and/or

criminal records. We will ask them to signify explicit consent to such sensitive Personal Data being processed by us and our service providers for the purposes stated in this Privacy Policy.

4. How we use your information

4.1. Arundel Castle Cricket Foundation will use your Personal Data for the following purposes:

- in the normal course of our business, to allow us to register you to receive our services and to provide you with information / our services;
- we may ask you to complete surveys that we use for research purposes, although you do not have to respond to them;
- In order to keep our website up to date and relevant, details of your visits to our site including, but not limited to, traffic data, location data, weblogs and other communication data and the resources that you access on the basis that processing is necessary in order to perform our contract with you to provide our services;
- to communicate with you, including sending you information about the Arundel Castle Cricket Foundation
- to comply with any legal obligations to which we are subject on the basis that processing is necessary to comply with our legal obligations;
- in pursuit of our legitimate interests, such as developing and/or consolidating our business, defending our legal rights and/or seeking advice from our professional advisors;

4.2. We will endeavour periodically to check that the personal data we store for you is accurate. If you would like to update the personal data we hold about you, please contact us on info@arundelcastlecricket.co.uk with your request.

4.3. The provision of your contact information and any other information which we request to register you with our site and/or provide the services is mandatory if you are to receive our services.

5. Who do we share your information with?

5.1. As part of using our services, you consent to us sharing your Personal Data with the following parties:

- within the Arundel Castle Cricket Foundation (as described in section 4.1 above) for its legitimate charity activities;
- service providers and other third parties who process and store data on our behalf;
- professional advisors
- individuals who you nominate as referees to verify certain information;

5.2. We may also share your Personal Data with third parties:

- in the event that our organisation, either in whole or in part, is acquired by a third party (in which case Personal Data about customers will be one of the transferred assets);
- if we are under a duty to disclose or share your Personal Data in order to comply with any legal obligation, or in order to enforce any contract with you; or to protect our rights, property, or the safety of our employees, customers or others. This includes exchanging information with other companies and organisations for the purposes of fraud and crime prevention.

6. How long do we store your personal data for?

6.1. We only store your Personal Data for as long as necessary for the purposes described in this Privacy Policy.

7. Where we store your Personal Data

7.1. In order to ensure fair and transparent processing, we will, taking into account our processing activities, adopt appropriate procedures for the processing of Personal Data, which shall include implementing technical and organizational measures which take into account the harm that may be suffered, and correct inaccuracies identified in Personal Data processed, so that risk of errors are minimized and your Personal Data is processed in a fair and secure manner.

8.

8.1. Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorized access.

9. Marketing

9.1. If you are a new donor, we will contact you by post, telephone or email. You can indicate that you do not wish to receive such marketing information by ticking the relevant box situated on the form (letter) on which we collect your data for the purposes of marketing.

9.2. You can also exercise this right at any time by contacting us at info@arundelcastlecricket.co.uk or ticking "unsubscribe" on the relevant communication.

10. What are your rights?

- **Access to your Personal Data:** You may request access to a copy of your personal data.
- **Right to withdraw consent:** You may withdraw your consent at any time. Please contact us using the details located at section 14 of this Privacy Policy if you would like to withdraw your consent and we will update our records accordingly (including where appropriate by deleting your data in line with your right to erasure set out below).
- **Rectification:** You may ask us to rectify inaccurate Personal Data held about you. If you would like to update the Personal Data we hold about you, please contact us via email at info@arundelcastlecricket.co.uk or by post to: Arundel Castle Cricket Foundation, Arundel Park, Arundel, West Sussex, BN18 9LH.

- **Erasure:** You may ask us to delete your personal data. If you would like us to delete the personal data we hold about you, please contact us using the details below, specifying why you would like us to delete your personal data.
- **Portability:** You may ask us to provide you with the Personal Data that we hold about you in a structured, commonly used, machine readable form, or ask for us to send such personal data to another data controller.
- **Right to object:** You may object to our processing of your personal data pursuant to this Privacy Policy. Please contact us using the details below, providing details of your objection.
- **Make a complaint:** You may make a complaint about our data processing activities to a supervisory authority. For the UK, this is the Information Commissioner's Office, at ico.org.uk.
- To make enquires and/or to exercise any of your rights in this Privacy Policy please contact our Data Protection Officer: James Rufey, Executive Secretary by: email: info@arundelcastlecricket.co.uk or post at Arundel Castle Cricket Foundation, Arundel Park, Arundel, West Sussex, BN18 9LH.

Please note that we may ask you to provide a form of identification verification before we can give effect to any such request made by you.

11. Cookies policy

Our Cookies Policy is accessible via: the main office on info@arundelcastlecricket.co.uk.

12. IP addresses

We may collect information about your computer, including where available your IP address, operating system and browser type, for system administration and to report aggregate information to our advertisers. This is statistical data about our users' browsing actions and patterns, and does not identify any individual.

13. Links to Other Websites & Policy

Our site may, from time to time, contain links to and from the websites. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

13.1 We may modify this Privacy Policy from time to time, so please review it regularly.

13.2 If we change this Privacy Policy in a way that may substantially alter the purposes for which we process your personal data we shall notify you via the ACCF website and by email (if subscribed) [This Privacy Policy was last amended on 1 April 2018.

14. Contact Us

Questions, comments and requests regarding this Privacy Policy are welcomed and should be addressed to:

The Data Protection Officer:

James Rufey

Executive Secretary

Arundel Castle Cricket Foundation, Arundel Park, Arundel, West Sussex, BN18 9LH.

You can also email the Data Protection Officer via info@arundelcastlecricket.co.uk.