

Your Personal Data:

What we need

Here at Argyle Community Trust (ACT) we take your privacy seriously and will only use your personal information to administer your account and provide you the products and services you have requested from us. We only collect information that is necessary and this includes personal information and some special category data. The information is collected via our online or physical sign up forms and is processed by our administration team.

Why we need it

To ensure we provide the best possible services and also ensure we safeguard participants, we need to collect some special category data as well as personal information such as name, date of birth and medical conditions. We will only collect information that is necessary for courses and programmes to go ahead.

What we do with it

All of the personal data you provide is processed by our staff in the UK. Your information is shared with our monitoring and evaluating system, Views Substance. A contract is in place that requires Views Substance to keep your information safe and secure and not to be used for their own marketing purposes. Some information is shared with providers such as the Premier League however they don't have access to personal information.

Some personal data is shared with providers who work on our behalf and is used to complete tasks such as sending out marketing communications if you have opted into relevant marketing. Please visit our website for more information on this.

How long we keep it

We are required under UK tax law to keep your basic personal data (name, address, contact details) for a minimum of 5 years after which time it will be destroyed. Your information is archived on our database if you have been inactive for 2 years. We will use your information for marketing purposes and will be kept with us until you notify us that you no longer wish to receive this information. More information on our retention period can be found online.

What are your rights?

If at any point you believe the information we process on you is incorrect, you can request to see this information and even have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter. If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO).