



ARGYLE COMMUNITY
TRUST

Home Park,
Plymouth, PL2 3DQ

PRIVACY NOTICE

BACKGROUND:

Argyle Community Trust understands that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy of all of our Customers and will only collect and use personal data in ways that are described here, and in a way that is consistent with our obligations and your rights under the General Data Protection Regulation (the "GDPR").

What Does This Notice Cover?

This Privacy Information explains how we use your personal data: how it is collected, how it is held, and how it is processed. It also explains your rights under the GDPR relating to your personal data.

What is Personal Data?

Personal data is any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers.

The personal data that we use is set out in Part 4.

What Are Your Rights?

Under the GDPR, you have the following rights, which we will always work to uphold:

The right to be informed about our collection and use of your personal data. This Privacy Notice should tell you everything you need to know, but you can always contact us to find out more or to ask any questions using the details in Part 10.

The right to access the personal data we hold about you. Part 9 will tell you how to do this.

The right to have your personal data rectified if any of your personal data held by us is inaccurate or incomplete. Please contact us using the details in Part 10 to find out more.

The right to be forgotten, i.e. the right to ask us to delete or otherwise dispose of any of your personal data that we have. Please contact us using the details in Part 10 to find out more.

The right to restrict (i.e. prevent) the processing of your personal data.

The right to object to using your personal data for a particular purpose or purposes.

The right to data portability. This means that, if you have provided personal data to us directly and we are using it with your consent or for the performance of a





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contract, and that data is processed using automated means, you can ask us for a copy of that personal data to re-use with another service or business provider.

Rights relating to automated decision-making and profiling. We do not use your personal data in this way.

Further information about your rights can also be obtained from the Information Commissioner's Office or your local Citizens Advice Bureau.

If you have any cause for complaint about our use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office.

What Personal Data Do You Collect?

We collect the following personal data:

- Name, address, e-mail address, date of birth, medical conditions, consent to use of photography and videography, contact telephone number, next of kin, signature

We do not collect data from third parties.

How Do You Use My Personal Data?

Under the GDPR, we must always have a lawful basis for using personal data. This may be because the data is necessary for our performance of a contract with you, because you have consented to our use of your personal data, or because it is in our legitimate business interest to use it. Your personal data will be used for the following purposes:

- For medical emergencies to include contacting parent/carer
- Promoting Trust activities on website and social media
- Production of case studies for internal use and those of funding partners
- Statistical analysis
- Advertising promotions

With your permission and/or where permitted by law, we may also use your personal data for marketing purposes, which may include contacting you by e-mail, post, text or telephone. with information, news, and offers on our products and services. You will not be sent any unlawful marketing or spam. We will always work to fully protect your rights and comply with our obligations under the GDPR and the Privacy and Electronic Communications (EC Directive) Regulations 2003, and you will always have the opportunity to opt-out.

How Long Will You Keep My Personal Data?

We will not keep your personal data for any longer than is necessary in light of the reason(s) for which it was first collected. Your personal data will therefore be kept for





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the following periods (or, where there is no fixed period, the following factors will be used to determine how long it is kept):

Legal and analytical requirements – for the duration of specific projects plus 6 months to allow for creation of funding reports and case studies after which all data will be anonymised.

How and Where Do You Store or Transfer My Personal Data?

We will only store or transfer your personal data in the UK. This means that it will be fully protected under the GDPR.

Do You Share My Personal Data?

We may share your personal data with other companies in our group such as Plymouth Argyle Football Club, Premier League Charitable Fund, English Football League Trust, Open Play, VIEWS Substance for project funding reports, case studies and marketing purposes.

We may sometimes contract with the following third parties to supply products and services to you on our behalf. These may include payment processing, delivery, and marketing. In some cases, those third parties may require access to some or all of your personal data that we hold.

Premier League Charitable Fund, English Football League Trust, Open Play, VIEWS Substance, NCS Trust for project funding, payment processing, health records and emergency contact details.

If any of your personal data is required by a third party, as described above, we will take steps to ensure that your personal data is handled safely, securely, and in accordance with your rights, our obligations, and the third party's obligations under the law, as described above in Part 7.

If any personal data is transferred outside of the EEA, we will take suitable steps in order to ensure that your personal data is treated just as safely and securely as it would be within the UK and under the GDPR, as explained above in Part 7.

In some limited circumstances, we may be legally required to share certain personal data, which might include yours, if we are involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

How Can I Access My Personal Data?

If you want to know what personal data we have about you, you can ask us for details of that personal data and for a copy of it (where any such personal data is held). This is known as a "subject access request".





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All subject access requests should be made in writing and sent to the email or postal addresses shown in Part 10. To make this as easy as possible for you, a Subject Access Request Form is available for you to use. Please ask us for one.

There is not normally any charge for a subject access request. If your request is 'manifestly unfounded or excessive' (for example, if you make repetitive requests) a fee may be charged to cover **our** administrative costs in responding.

How Do I Contact You?

To contact us about anything to do with your personal data and data protection, including to make a subject access request, please use the following details:

Email address: community@pafc.co.uk

Telephone number: 01752 562561 option 4

Postal address: Argyle Community Trust, Home Park, Plymouth PL2 3DQ

Changes to this Privacy Notice

We may change this Privacy Notice from time to time. This may be necessary, for example, if the law changes, or if we change our business in a way that affects personal data protection.

Any changes will be made available on our website, www.argylecommunitytrust.co.uk.