

Privacy Notice

We (Stafford Darts League) are guardians of our Delegates and Members Area Persons information and take the privacy and the security of it very seriously. This notice sets out our approach to safeguarding the privacy of the personal information we hold.

We are responsible for your information that we collect, process, store and keep it secure and confidential. We will never sell your information or details to anyone.

We will never to give your details to any organisations or persons for marketing or other purposes not directly related to the league.

We attempt to manage personal information in accordance with the General Data Protection Regulations 2018 and any subsequent legislation.

This notice applies to all personal information collected by us.

Who are we?

We are a non-profit making organisation (Society) providing the means for individuals to participate in a competitive darts league throughout the whole year.

Contact details are provided below.

Where do we operate?

We operate within a specified area of the Borough of Stafford, Staffordshire.

What is our privacy policy?

Personal data is information which can be used to identify an individual.

We collect information during the Registration Process for teams wishing to participate in any league.

This information is collected via our website or by manual documentation.

Our website does not capture or store personal information, other than what you tell us when submitting an application form to participate in a league, or any other form.

By using our website, you agree to the use of this information in accordance with this policy.

Protecting your information and complying with data protection legislation is taken very seriously.

We communicate with Member Teams through the Team Delegates or website Members Area Persons.

Sensitive personal data

We do not collect information about a characteristic of an individual, such as, gender, race or ethnic origin, religious or similar beliefs, sexuality, details of any convictions, proceedings and criminal acts.

This notice sets out what data we collect and why

It covers what we collect, store and use the information that you provide to us:

- Applicants are requested to provide a Delegate's name, email address and telephone number.
- Applicants are invited to provide a Members Area Person's name and email address.
- What we use the information for.
- How we protect the information.
- When will we pass or share information to third parties
- What we expect of persons and third parties we pass or share information to.

- How we comply with the requirements of data protection legislation and regulation
- How we comply with the rights you have, including letting you know what information we have about you, how you can access this and make other requests such as correcting any inaccurate data
- How we can be contacted for more information and how you can make a complaint

What does it cover?

We collect personal data from Delegates and Members area Persons in a specific way prior to the beginning of the Summer League and the Winter League.

If you provide us with an email address and telephone number, we will assume that you are happy for us to contact you using this unless you tell us otherwise. You can change your contact preferences at any time. The website and most of the services provided through the website can be accessed without you having to tell us who you are or providing any personally identifiable information. Any information entered into a form on the website or emailed to us may contain personal information which will be transmitted securely and treated in accordance with this notice.

What do we use your information for?

We collect and process personal data to allow us to:

- Communicate with all teams electronically and in writing
- Provide contact details via the website for all teams
- Keep and administer internal records
- Contact you by email, telephone or social media
- Customise communications with you. This can be via the website or in the form of written letters or emails which meet individual contact or communication needs

We are required to deliver information to you to operate the league effectively. Once you supply your details you do so in the understanding that we have a legitimate purpose to use this information. Therefore once you supply your contact details you do so knowing we will use these for operational purposes.

How does the League protect information?

The League takes the security of your data very seriously. We have internal policies and controls in place in the Members Area of the website to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed and is not accessed except by committee members in the performance of their duties. Access to data is protected and is secure through password entry. The password entry systems are compliant with the League's security processes.

Who can we pass your information to?

We share information with the website Members Area Persons and Committee Members to enable effective delivery of services, to deal with queries or to answer questions from Delegates and Committee Members. We share information where there is a lawful basis to do so. Lawful basis is one or more of the following:

- Where we have to meet committee member obligations
- Where there is a legal requirement to do so
- Where we have consent

Consent

If we need to obtain your consent to share information we can do so in a number of different ways. We will inform you by letter, website, forms and/or emails where we intend to obtain, use and share your information.

How we keep your information secure

We store personal data both electronically and in paper form. We use a range of controls to keep the information you provide to us secure from unauthorised access, improper use or disclosure, unauthorised modification and unlawful destruction or accidental loss. These include security policies, processes and technical physical security solutions.

Information kept on computer is protected by system security such as passwords, firewalls, virus protection software and encryption. Systems are backed up daily with copies of the backed up data kept securely off-site.

Information kept in a paper format is placed in secure storage such as lockable filing cabinets.

When you contact us

Our preferred method of you contacting us is via the league website Contact Form.

When you contact an individual committee member, that person may share the information with another committee member.

When you contact us by telephone, we may record the conversation.

Committee Member information

Committee members receive a copy of the league constitution to enable all members to follow the same procedures.

How we keep your information up-to-date and what happens when we no longer need it

We may check what information we hold about you when you contact us. We also ask you to keep us up-to-date with any changes to your information.

We want to make sure that the personal data we hold about you is accurate and up-to-date. You can ask us to correct or remove information that you think is not accurate.

We only keep your information as long as we need it and for no longer than reasonably necessary.

- On our website, the information for each league (Winter and Summer) is only kept for 1 year. After which it is superseded by new season information.
- We may keep your information for a maximum of 2 years on computers, in order to try and conclude outstanding business.
- We will provide you with other team's contact details in a Delegates list at the beginning of each season. We request that you destroy this information when it is superseded in the following season.

At the end of the relevant retention period, we dispose of your information securely, by deletion from computers and shredding manual documents.

Your rights

You have a number of rights under data protection legislation and regulation. These are, The Right To:

- Be informed about what data is collected and how it is used. This notice helps comply with this right

- Request access to your data and other information held about you
- Have any mistakes or inaccuracies in your data put right
- Request the deletion or removal of data where there is no compelling reason for its continued use
- The right to restrict the processing of data where it is inaccurate or consideration of the lawful basis or legitimate interest is ongoing
- Portability, which ensures data is provided in a readily useable format

Click here for more Cookie information.

Our website uses both permanent and session cookies. Cookies are pieces of data created when you visit a site, which are stored in the cookie directory of your computer's hard drive.

We use cookies to ensure that we give you the best experience on our website.

We do not use cookies for collecting any personal information about you, but do use them to collect other anonymous data in order to administer our website; we do not use cookies or any other mechanism to profile your activity on other websites.

Session cookies are automatically deleted after use, once all of your browser windows are closed down.

Permanent cookies may be deleted by the user. Doing so will not hinder your ability to use our website.

You can set your Internet browser to disallow the use of cookies. You will find instructions on how to do this in the Help menus of your browser. Please note, however, that forms and other processes on this website may require the use of session cookies to function.

By closing the Cookie message on our website, you consent to our cookies on this device in accordance with our cookie policy unless you have disabled them.

Once this file is added, the cookie helps analyse web traffic or allows 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.

Other Websites

The website contains links to other sites. Our privacy notice only applies to our website and when you access others you should check their own privacy notices.

How can I make a complaint?

If you feel we have not complied with this privacy notice or other Stafford Darts League policies or you are unhappy with the service provided to you, you can make a complaint by using the website www.stafforddarts.org.uk Contact Form and selecting Privacy Policy.

How to contact us

Please do not hesitate to contact us if you have any questions about this statement, the information we hold about you, our overall approach to data protection, confidentiality or to make a subject access request.

You can contact us via our website www.stafforddarts.org.uk Contact Form and selecting Privacy Policy.

Please use the contact details above for data protection queries

Policy Last Reviewed: July 2018