

SHEFFIELD EAGLES SUPPORTERS ASSOCIATION
DATA PRIVACY POLICY

The Sheffield Eagles Supporters Association (SESA) was set up in 2020 by fans of the Sheffield Eagles rugby league team. It aims to provide a focus for the fans to support the club both on and off the pitch. It will:

- Arrange fundraising events and activities to support the running costs of the club and the signing of new players
- Organise social events for supporters
- Provide a link between the supporters and the club

SESA takes the protection and use of personal information seriously so we want to reassure you of the steps we take to ensure this information is kept safe, that we only keep it for as long as necessary and only use it for the purposes collected.

This policy sets out how the Sheffield Eagles Supporters Association (SESA) collects, uses and protects personal information about its members. This policy is available via our website (www.sesa.org.uk) and we will update this policy from time to time, but this version is current from 25th February 2020. As an organisation SESA's handling of personal information will comply with the requirements of the General Data Protection Regulation (GDPR). You can find full details of the GDPR at www.ico.gov.uk The GDPR sets out a number of principles which the policy seeks to comply with:

- Lawfulness, fairness and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality (security)
- Accountability

If you have any concerns or questions about our handling of personal information then please contact us via sheffieldeaglesfans@gmail.com.

1. WHO WE ARE

SESA is a not for profit, membership organisation run by voluntary committee members elected at an annual general meeting. We do not have a registered address as all administration is carried out in the homes of committee members.

2. THE INFORMATION WE COLLECT

We only aim to collect the minimum amount of information needed and will delete it when it is no longer needed. We will collect this data in a number of ways, mainly when you provide it to us directly, but also through email, your use of our website, social media or payment of membership fees. We use the GoCardless online payment system to collect your membership fees. They pass personal information to us to process your membership but we do not receive details of your bank account. The following are the types of information that we collect and use.

TYPES OF INFORMATION	PURPOSE	LEGAL BASIS
Email address	Enquiries to SESA via our email address and the contact form on our website.	Legitimate interests - it is necessary for us to read and store your message so that we can respond in the way that you would expect
Subscribing to the SESA electronic newsletter using the Mailchimp platform.	For keeping you up to date with the work of SESA, upcoming events and other useful information related to our activities.	Consent - All subscribers have actively signed up to the mailing list or provided their explicit consent to us to add them to the list.
SESA membership fees: name, email, address, payment information. We use the gocardless system to process payments therefore do not store any bank details directly.	Membership of SESA requires an annual fee in order for us to deliver the objectives of SESA.	Contract - by paying your membership fees you have entered into a contractual relationship with us as set out in SESA constitution. This information is necessary for us to fulfill your membership, so you receive confirmation of payment and for ongoing payments for future years (if

		you choose that option) to be made.
Website activity collected through cookies	Website functionality	Legitimate interests - it is necessary for us to store a small amount of information, usually through cookies, to deliver functionality that you would expect.

3. HOW WE USE YOUR PERSONAL INFORMATION

We will only use your personal information in ways appropriate to the purposes for which it was collected as set out in section 2. These are primarily in order for you to benefit from membership of SESA. For example, we may use your personal information to:

- Reply to enquiries you send to us
- Record membership details
- Accept membership fees and other payments
- Remind you of the renewal of your membership
- Renew your membership where you have set up an ongoing direct debit
- Send you emails or electronic newsletters (where you have specifically agreed to accepting them) regarding SESA activities and information relevant to SESA members

This information will only be accessed and used by SESA committee members in line with this policy and other legal requirements. The Secretary of SESA will be the designated lead for Data Protection. We will only share your information with third parties where:

- You provide explicit consent to share it with a named third party
- We are legally required to do so
- We are using a third party to process information and we have a processing agreement in place with them

4. SECURITY AND STORAGE OF INFORMATION

We treat the security of your personal information seriously and we use a range of accepted technology standards to secure and protect personal information from loss or misuse. It should be noted that when you are transmitting information to us using email or the internet it can never be guaranteed to be 100% secure. If we do become aware of any data breach,

which may expose you to risk, we will let you know as soon as possible. We will not transfer your personal information outside the EU, without your consent. When we collect online payments we will use secure online payment systems, with access to the system limited to the Treasurer and Secretary of SESA. All other systems and information is accessible only to committee members through such platforms as Google Drive, Mailchimp and the Wordpress web hosting platform.

5. RIGHTS OVER YOUR DATA

You have the following rights in relation to the personal data we hold about you:

- You can unsubscribe from our mailing list at any time using the unsubscribe link within the electronic newsletter or my emailing SESA directly
- You can ask for corrections or deletion of any of the information held upon request
- You can access the information we hold about you on request
- You can lodge a complaint with the Information Commissioner if you feel your rights have been affected. Full details of your rights can be found at <http://ico.org.uk>

It should be noted that if you choose to delete your data then it may make it impossible for us to maintain your membership of SESA.

6. WEBSITE COOKIES AND USAGE TRACKING

Cookies are used by websites to record aspects of your usage of that site, we do not collect any personal information from our website as you do not log in or enter personal information. We do collect anonymous information though through Google Analytics regarding how people use our website. Google's privacy policy can be found at <http://www.google.com/privacypolicy.html>. Where we include links to other websites and you use them then we have no control over those websites and SESA cannot therefore be held responsible for the protection and privacy of any information you provide.

7. AMENDMENTS TO THIS POLICY

We may modify this policy from time to time and we will provide the most recent copy via our website. We will notify you of any significant changes.

Version 1: 25th February 2020