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## Privacy Notice

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## About this Policy

This policy explains when and why **Arsenal West Midlands Supporters Club** collect personal information about its members and how we use it; keep it secure and club member's rights in relation to it. We will collect, use and store personal data, as described in this Privacy Policy when people engage in activities at the club. Normally this will be through some level of membership.

You are advised to check our Club notice board regularly for any amendments <http://www.arsenalwestmidlands.co.uk/>. We will only share your personal data with any third parties as outlined below.

We reserve the right to amend this Privacy Policy from time to time without prior notice.

## Who is responsible for compliance?

For the purposes of the GDPR, the Club **Membership Secretary** will be the "controller" of all personal data we hold about club members and others. The **Secretary** is responsible for ensuring **Arsenal West Midlands Supporters Club** discharges its obligations under the GDPR General Data Protection Regulation (GDPR).

We will review personal data every year to establish whether we are still entitled to process it or not.

Under the GDPR (General Data Protection Regulation) we do not have a statutory requirement to have a Data Protection Officer.

## What personal data do we collect?

The data that **Arsenal West Midlands Supporters Club** will routinely collect will include the following members' information:

- Full name
- Postal address
- Email address
- At least one valid contact phone number (landline and/or mobile)
- Date of birth
- Gender
- Level of Arsenal membership, if applicable
- Arsenal membership number, if applicable
- An up-to-date passport style photo

Members agree to supply all of the above information in order to be a member of the club.

We will also store details of any payments made in respect to membership fees and donations to the club.

We will collect this data directly from our members when they join the club.

Other payment details, for example, match ticket payments and coach travel payments will be collected and stored as needed. We may also require your bank details if we need to process any refunds.

For some of our members requesting overseas tickets we may require additional information such as passport details. These details will be collected and stored by our Away Ticket Officer only, until the date of our last overseas away fixture. All such details will then be securely deleted.

We will also collect the contact details of any guests for whom the members request match tickets. These details will include:

Full name

Postal address

Email address

At least one valid contact phone number (landline and/or mobile)

Date of birth

Gender

### **What is this personal data used for?**

We use members' data for the administration of your membership; the communication of information, and the organisation of events. We use guests' data to ensure we comply with AFC regulations for ticket sales.

### **Who is your data shared with?**

Your membership data may be passed on to AFC, via their secure internal web portal (Arsenal Supporters Club Extranet) to administer the supporters club. Your data will not be used by AFC unless you give explicit consent for them to a) provide you with information regarding Arsenal Football Club; and/or (b) provide you with offers and information regarding third party products that it believes may be of interest to you.

Your personal data is not passed on by us to any other organisations other than those indicated above

### **Where does this data come from?**

Data for our members comes from them when they join **Arsenal West Midlands Supporters Club**.

## How is your data stored?

This information is mainly stored in digital form on computers. If you have submitted a paper membership application form, your data will be added electronically and the form will then be shredded.

Club Officers undertake to store any members' information in a secure digital form that cannot be accessed by any unauthorised person.

## Who has access to your data?

Current members of the committee of **Arsenal West Midlands Supporters Club** have access to members' data in order for them to carry out their legitimate tasks for the organisation.

## What is the legal basis for collecting this data?

**Arsenal West Midlands Supporters Club** collects personal data that is necessary for the purposes of its legitimate interests as a membership organisation.

For some data, such as that relating to financial matters, the basis for its collection and retention is to comply with our legal obligations.

## How you can check what data we have about you?

If you want to see the basic membership data we hold about you, you should contact the Membership Secretary.

You can contact us with a Subject Access Request if you want to ask us to provide you with any other information we hold about you. If you are interested in any particular aspects, specifying them will help us to provide you with what you need quickly and efficiently. We are required to provide this to you within one month.

There is not usually a fee for this, though we can charge a reasonable fee based on the administrative cost of providing the information if a request is manifestly unfounded or excessive, or for requests for further copies of the same information.

## Do we collect any "special" data?

The GDPR refers to sensitive personal data as "special categories of personal data".

We do not record any such special data.

### **How can you ask for data to be corrected or removed?**

You must keep **Arsenal West Midlands Supporters Club** informed of any changes in your personal details by emailing the Membership Secretary. You have the right to request that your personal data is deleted when you leave the club. We will, however, keep your name and membership number on file for our records.

### **How long we keep your data for, and why?**

We normally keep members' data active after they resign or their membership lapses in case they later wish to re-join. However, we will delete any former member's contact details entirely on request.

Lapsed membership data will be kept by the Membership Secretary only.

Other data, such as that relating to accounting or personnel matters, is kept for the legally required period.

Officers of the Club undertake to securely delete all club data they hold after they have left office.