

Privacy Policy

Howe RFC is committed to protecting your personal information and being transparent about what we do with it. We will protect and keep the personal data you share with us safe and secure.

We will only use your personal information in accordance with all applicable laws concerning the protection of personal information and will not do anything with your information you wouldn't reasonably expect.

We will only hold the minimum amount of your information it requires and will securely delete this information as soon as possible once an individual leaves the Club either as a player or member.

This Privacy Notice explains what information we collect, how and why we collect, how we protect your privacy and how you can control how we use your personal information.

What Is Our Legal Basis For Using Your Information?

We are legally required to process some types of information in order to fulfil our statutory obligations eg Gift aid consent, Membership details, Financial records etc.

How Do We Obtain Your Personal Information?

We collect information in the following ways:

Directly from you.

We get information when you apply to become a member, register to take part in events, make a donation to us, enquire about use of our facilities. When you complete one of our online or paper-based surveys. When you use a social media platform to contact us eg Facebook, Twitter etc.

Our Website

Our website uses 'cookies' which aim to make your visits to our website faster and easier. We use cookies to ensure that you can interact with our web sites successfully, to identify you when you visit our web sites and to keep track of your browsing patterns. The use of cookies does not give us access to the rest of your computer.

Our website includes links to other sites, not owned or managed by us. We cannot be held responsible for the privacy of information collected by websites not managed by us.

What Information Do We Collect?

We will only ask you to supply the information that we need in order to provide you with the service or support that you are requesting. What information is collected will vary depending on what it is for.

Generally we will ask you to provide:-

Your name

Your contact details

Where appropriate and relevant, we may ask for additional information such as:-

parent or guardian contact details

medical information where relevant to your participation in order to inform

emergency/medical teams in the event of an injury

your age or date of birth, where relevant to your participation

your bank details if paying for membership, merchandise or use of facilities

How Do We Use Your Information?

How we use your information depends largely on why you are providing it. We may use your information in the ways set out below.

We use your personal information to give you the information, support, services, or products you ask for.

We use your information to keep a record of your relationship with us and for internal administrative purposes (such as our accounting and records), and to let you know about changes to our services or policies.

We use your personal information to claim Gift Aid on your donations.

We may also use your personal information for other purposes which we specifically notify you about and, where appropriate, obtain your consent.

We may use your information to send you communications about our work and how you can help us to help you, for example, information about volunteering and fundraising activities and how you can donate to us. You can let us know if you would prefer not to receive these communications at any time.

Who Do We Share Your Information With?

All the personal data you submit is processed by officials of Howe RFC in the United Kingdom.

We will not sell your details to any third parties.

How Do We Keep Your Information Safe?

When we collect your personal information we use strict procedures and security features to make sure that only those who are authorised to access your information can.

When making a payment or donation through our website we use a secure server to ensure that your details are protected.

How Long Do We Keep Your Information For

Any personal information is kept only for as long as is necessary for the purposes for which it was collected.

Accessing And Updating Your Personal Information

You can request a copy of the information we hold about you. If you would like a copy of some or all of your personal information, please send a subject access request to the Data Protection Officer at Howe RFC.

If we do hold information about you we will:

- give you a description of it.
- tell you why we are holding it.
- tell you who it could be shared with.
- let you have a concise and clear copy of the information.

We want to make sure that your personal information is accurate and up to date and we will be happy to correct or remove information you think is inaccurate.

Complaints

If you wish to raise a complaint on how we have handled your personal data, you can contact the Howe RFC Data Protection Officer who will investigate the matter. If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner's Office (ICO) <https://ico.org.uk/>

Changes To This Policy

We keep our privacy policy under review and may change it from time to time so please check back periodically. If there are significant changes to this policy we will notify you via your email address or by placing a prominent notice on our website.

This Privacy Policy was last updated February 2023.