



SHEFFIELD HOME OF FOOTBALL PRIVACY POLICY

Organisation details

1. Sheffield Home of Football (SHOF) is striving to become a registered charity with the Charity Commission of England & Wales.
2. The correspondence address is The Company Secretary Sheffield Home of Football 171, Greenhill Avenue, Sheffield S8 7TJ The Data Protection Officer is John Clarke. Upon registration the charity will voluntarily register with the Information Commissioner's Office.
2. Sheffield Home of Football (SHOF) collect and process data under the lawful basis of 'legitimate Interests'. Full details of this lawful basis can be found on the Information Commissioner's Office website. The privacy and security of your personal information is extremely important to us. This privacy policy explains how and why we use your personal data, to make sure you stay informed and can be confident about giving us your information.

This policy applies if you're a supporter of Sheffield Home of Football (SHOF) (associate member, donor, volunteer) or visit our website, email, call or write to us. We will never sell or use your personal data for commercial purposes and the privacy and security of your data is assured.

Scope

3. Our Privacy Policy explains
 - how we comply with The Data Protection Law/General Data Protection Regulations.
 - what personal data we collect
 - how we ensure information collected is only used for its intended purpose
 - how we store data securely
 - how we use personal data
 - rights of access to personal information and how to opt out

Personal data

4. Personal information is collected to enable us to communicate with our supporters, associate members and volunteers on matters relevant to Sheffield Home of Football (SHOF).
5. Only the following personal data is requested from individuals or companies: First name, second name, residential or business address, email address, and telephone number (tel. no. is optional.)

6. We do NOT collect any sensitive data. The Act defines 'sensitive personal data' as information about racial or ethnic origin, political opinions, religious beliefs or other similar beliefs, trade union membership, physical or mental health, sexual life, and criminal allegations, proceedings or convictions.

7. "Supporters" include all the individuals who interact with Sheffield Home of Football (SHOF) and want to keep in touch; "associate members" are non-voting members who may receive additional benefits in return for a modest annual subscription; "volunteers" are non trustees who help run events sponsored by our charity.

8. Use for intended purpose

9. Supporters/associate members/volunteers will be asked to provide personal details only for the purpose of enabling our charity to effectively communicate with them and evaluate its performance.

10. Personal details will never be shared with external bodies except with the express permission of the individual or where we use secure third party methods to transmit information.

11. We propose to use Eventbrite for the promotion of paid for events, and Mailchimp for newsletter mail-outs. Both platforms are compliant with the Data Protection Act. For events organised by our charity, Eventbrite gives the event organiser access to the names of ticket holders for the purposes of registering our guests on arrival and/or informing them of any changes to the event programme. The Mailchimp email marketing service helps us to safely store personal data and offers a secure way to manage contacts.

12. There are other ways in which the public may share personal information with us – through the contact page and My Donate button on our website; outreach events where we register individual interest in our work and take donations; bequests; and Gift Aid declarations.

13. We will use your personal information as appropriate, to process your associate membership, contact you about our activities and events, and for general management purposes. Personal emails provided during these transactions will be added to our mailing list so that we can keep you informed and involved in our work.

Data storage

14. All personal data is stored on a single non-networked computer that can only be accessed by the Data Protection Officer or an authorised charity trustee. The computer is securely stored at a private address and is protected by anti-virus software.

15. In the case of any potential associate members, the membership secretary will have access to the associate member database and this likewise will be stored at a private address on a virus protected non-networked computer. The data will be backed up onto a single memory stick stored securely.

How we use personal data

15. Personal data is used primarily for communication between our charity and our supporters/associate members/volunteers. Newsletters and other group communications are either sent by Mailchimp or email using the “blind copy” facility. Aggregated data regarding overall numbers of members, their geographical distribution, overdue subscriptions and the like will be shared from time to time with Trustees as a natural part of the management process. The aggregated data will not reveal the identity of individuals, and may be used in Annual Reports to the Charities Commission.

16. Any proposed associate members will be approached by the membership secretary when any proposed subscriptions fall due and reminders may be issued. All payment systems will be properly protected whether payments are made by cheque, direct debit, standing order or bank transfer.

17. When recruiting new members/supporters we will require them to give written consent to us holding their personal details.

18. No personal information will be shared with an external body without good reason and the express prior permission of the relevant person/persons. The only exception would be where the charity is required by law to disclose personal information.

Rights of Access

19. Supporters and associate members can request details of personal information held about them by emailing the Data Protection Officer shefhomeoffootball@gmail.com A reply will be supplied within two weeks.

20. Any supporter/associate member can opt out at any time from receiving communications from our charity. Supporters who opt out will have their data deleted within one month of notification being received. Personal information on Associate members who resign or do not renew membership will be held for three years in case it is needed as part of any Charities Commission regulatory or external financial audit action.

AK Draft 080523