



BCFC Community Trust Privacy Policy

BCFC Community Trust Privacy Policy sets out how we will use and look after any personal information that we collect from you. We take your privacy very seriously and we are committed to protecting your privacy and we will take all necessary steps to comply with all legal obligations when using your personal data

For the purpose of General Data Protection Regulations or 'GDPR', we are the 'data controller' meaning that we are responsible for deciding how your personal data is used and, more importantly, for keeping your personal data safe and to ensure that this data is only used for legitimate reasons.

Personal data refers to any information which can identify an individual and can include:

- Name
- Date of Birth
- Address
- Email address
- Phone numbers
- Gender
- Ethnic origin
- Contact details of a third party in the case of an emergency

We may also ask you for special a category personal data which will include relevant health information for the purpose of your health, wellbeing and safeguarding. We will require the explicit consent of the participant or their parent/carer to hold this type of data.

How we will use your data?

We will use the information we collect from you for the following:

- To notify you of programmes and projects that you request
- To process payments that you make to us through digital platforms
- For internal administration
- To inform you of any changes to this policy or changes to our programmes and activities
- To answer any enquiries that you submit to us
- To send you certain types of marketing from both the Community Trust and the Football Club
- To allow you to provide us with feedback
- To verify your identity

In some instances, we may anonymise your information for the purpose of testing our internal systems, research and general data analysis. You will not be able to be identified from any of this data.

Our legal basis for processing your personal data (Article 6 of GDPR)

We will process your personal data on the basis that:

- Your consent has been given
 - It is necessary for the performance of a contract
 - It complies with legal and regulatory obligations
 - It is for legitimate business purposes
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- It is necessary for the performance of a task carried out in the public interest.

We may, in some circumstances, process your personal data for more than one lawful basis but we will only use your data when the law permits us to.

Who will we share your personal data with?

We may pass your personal data to selected third parties who are required to process your personal information for specified purposes and in accordance with our instructions and requirements with our Privacy Policy and GDPR.

We may also pass on your information to comply with our legal obligations or to protect the rights, property or safety of our participants, employees, Trustees, service users and service providers.

Keeping your personal data secure

We take necessary steps to keep your personal information safe and secure and to prevent loss or unauthorised use of this data.

Despite the security measures we have in place, we need to make you aware that data transmitted via the internet is not completely secure and, that transmission of this type is at your own risk.

Our personal data retention policy

We will keep your personal data for as long as is necessary for us to provide services to you and for a limited time afterwards.

Once you are no longer engaging with the Trust, we may still retain your data if there is a legal reason to do so.

Your rights regarding your own personal data

As a data subject you have the following rights:

- To request a copy of the personal data we hold for you
- To rectify any inaccurate or incorrect data we hold about you
- Erasure of your personal data from our records
- To restrict or object to the processing of your personal data
- To request that the information we hold about you is transferred to another organisation
- To object to automated processing
- To complain – We would always ask you to raise any complaints directly with us in the first instance. If you are unhappy with our response, you have the right to complain to the UK's Data Protection Supervisory Authority, Information Commissioners Office about the processing of your personal data

If you wish to exercise your rights, please contact us. You do not have to pay a fee to exercise these rights. However, we may charge a fee if your request is clearly unfounded, repetitive or excessive. In these circumstances, we may also refuse to comply with your request.

We will aim to deal with your request within one month unless there is a legal reason for it to take longer or your request is complex.



How to opt -out of BCFC Community Trust and BCFC Marketing

If you decide you no longer wish to hear from the Community Trust or BCFC, please email sharron.atkins@bcfc.com to opt-out of these communications

Changes to our Privacy Notice

If we make any amendments to our privacy policy, we will inform you immediately of any changes.

If you have any queries or complaints about this privacy notices or if you wish to exercise any of your rights, please get in touch

By Post:

Data Protection Officer
Community Trust Offices
Birmingham City Football Club
St Andrew's Trillion Trophy Stadium
Cattell Rd
Birmingham
B9 4RL

Or via email: sharron.atkins@bcfc.com

This policy will be reviewed every 3 years as a minimum.

Date created: May 2019
