

**OUSE VALLEY EAGLES AMERICAN FOOTBALL CLUB**  
**PRIVACY NOTICE FOR OUR MEMBERS**

We are committed to respecting your privacy. This notice is to explain how we may use personal information we collect before, during and after your membership with us. This notice applies to you if you have registered to become or are a member of our club. This notice explains how we comply with the law on data protection, what your rights are and for the purposes of data protection we will be the controller of any of your personal information.

References to **we**, **our** or **us** in this privacy notice are to the **Ouse Valley Eagles American Football Club, incorporating Bedford Blackhawks and Milton Keynes Redwings.**

We have not appointed a Data Protection Officer to oversee our compliance with data protection laws as we are not required to do so, but our Club Chairman has overall responsibility for data protection compliance in our organisation. Contact details are set out in the "Contacting us" section at the end of this privacy notice.

**1. WHAT TYPE OF DETAILS DO WE COLLECT FROM YOU?**

We might collect the following **personal details** about you during before, during or after your time as a member, such as:

- details of how we can contact you, such as your name, email address, where you live and phone number;
- date of birth;
- gender;
- membership details including when you signed up to be a member and any date you decide to leave us;
- references and other information included as part of the application process for membership;
- all records of when you contacted us or we contacted you on the phone or by email or when you asked us to do something;
- any payment details you provide so that we can receive payments from you and details of the financial transactions with you;
- records that tell us when you were at our events or competitions;
- videos and photos of you;
- details of family members, coaches and other people we might need to contact in case of an emergency;
- any disciplinary information or details of any issues you have us or we have with you;

**2. SPECIAL CATEGORIES OF PERSONAL INFORMATION**

We may also collect, store and use the following "**special categories**" of more sensitive personal information regarding you:

- information about your health, including any medical condition, health and sickness records, medical records and health professional information.

We may not collect the above types of special category personal information about you, but if we do we will only use it if we have a good reason to do such as:

- if it is in the interests of the public and we have a lawful reason to use it;
- we need it to help us with a legal case we are involved in;
- certain laws allow us to use it; or
- you have told us you are happy for us to use it.

We may also collect criminal records information about you. For criminal records history we process it on the basis of legal obligations or based on your explicit consent.

**3. WHERE DO WE GET THIS INFORMATION FROM?**

We typically collect personal information about our members when you apply to become a member of the club via the BAFA Portal, when you register your interest in joining the club or make a different query via

our website, when you correspond with us by social media, phone, e-mail or in some other way, or from videos/photographs taken during games and practice sessions.

If you are providing us with details of referees, next of kin, beneficiaries, family members and emergency contacts they have a right to know and to be aware of how what personal information we hold about them, how we collect it and how we use and may share that information. Please share this privacy notice with those of them whom you feel are sufficiently mature to understand it. They also have the same rights as set out in the “**Your rights in relation to personal information**” section below.

#### 4. HOW DO WE USE YOUR INFORMATION?

<b>What do we use your information for?</b>	<b>What type of information do we use?</b>	<b>What reason do we have to use it?</b>
<b>To make sure your membership with us runs smoothly and we can provide the very best service for you.</b>	All contact and membership details, transaction and payment information, records of your interactions with us, and marketing preferences.	We need all this information to make sure we do a good job in managing your membership with us.
<b>To provide you with merchandise or other services/ products you have ordered from us.</b>	All contact and membership details.  Your parent/guardian's payment information if you are under 18.	We need all this information to make sure you get the merchandise/products/services you ordered.
<b>To send you information which is included within your membership benefits package, including details about and events, partner offers and discounts and any updates on British American Football</b>	All contact and membership details.	We need all this information to make sure we do a good job in managing your membership with us.
<b>To help you if you have a question or you are not happy with something we have done.</b>	Contact details and any chats we have had.	It is in our interests to make sure we deal with any issues you have quickly.
<b>We will keep all your details on our files.</b>	All your personal details.	It is in our interests to hold your details on file so we can deal with any issues with your membership and to make sure we do a good job in managing your membership. Sometimes we may have to keep your details because the law tells us we must.
<b>The security of our IT systems</b>	Your usage of our IT systems and online portals.	It is in our interests to make sure that our IT systems are safe and secure for all our staff and you to use.
<b>We occasionally carry out research on what events you have attended to understand what is 'on trend'.</b>	Details of the events and competitions you have attended.	It is in our interests to make sure that our membership is targeted and relevant for you.

<p><b>To promote the sport, our events and membership packages.</b></p>	<p>Any photos or videos of you.</p>	<p>Only where you have told us you are happy to use our photos.</p>
<p><b>To make sure we are keeping up with health and safety.</b></p>	<p>Details of the events and competitions you have attended.</p>	<p>It is in our interests to make sure we provide you and others like you with a safe place to play your sport.</p> <p>Sometimes we may have to keep your details because the law tells us we must.</p>
<p><b>To register you on to and keep track of any events and competitions you attend.</b></p>	<p>Details about your performance (but we won't use any <b>'special information'</b>) and the events or competitions you have attended.</p>	<p>We need all this information to make sure we do a good job in managing your development through the performance programme.</p>
<p><b>To arrange for any trip or transportation to and from an event.</b></p>	<p>Any ID cards or passport information you give us, details of family members and emergency contacts, your parent/guardian's payment information and details about your health.</p>	<p>We need all this information to make sure we can plan for any trip you go on.</p> <p>If we use any <b>'special information'</b>, we will only do so based on one of the <b>'special reasons'</b> we talked about above.</p>
<p><b>We might use details about your health (including any injuries or disability) to make sure you are playing in a safe environment by making changes to the design of our sports facilities and to ensure you are well enough to participate.</b></p>	<p>Details about your health.</p>	<p>We will only use this <b>'special information'</b>, based on one of the <b>'special reasons'</b> we talked about above.</p>
<p><b>To put together all the information we need in case there are any disciplinary or other issues with your membership.</b></p>	<p>All your personal details.</p>	<p>It is in our interests to make sure we provide you and others like you with a safe and fair place to play your sport.</p> <p>If we use any <b>'special information'</b>, we will only do so based on one of the <b>'special reasons'</b> we talked about above.</p>
<p><b>To make sure we are fairly offering opportunities to everyone.</b></p>	<p>Name, your birthday, gender, information which part of the world you or your family are from, details about your health and performance.</p>	<p>It is in our interests to make sure we provide you and others like you with the same opportunity to get into sport no matter who you are and where you come from</p> <p>If we use any <b>'special information'</b>, we will only do so based on one of the <b>'special reasons'</b> we talked about above.</p>
<p><b>To comply with legal obligations, for example, regarding people working with children or vulnerable adults to comply with our safeguarding requirements</b></p>	<p>Information about your criminal convictions and offences</p>	<p>For criminal records history we process it based on legal obligations or based on your explicit consent.</p>

For some of your personal information you will have a legal, contractual or other requirement or obligation for you to provide us with your personal information. If you do not provide us with the requested personal information we may not be able to admit you as a member or we may not be able to properly perform our contract with you or comply with legal obligations and we may have to terminate your membership. For other personal information you may not be under an obligation to provide it to us, but if you do not provide it then we may not be able to properly perform our contract with you.

Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time, which you may do by contacting us as described in the "Contacting us" section below.

Please note however that the withdrawal of your consent will not affect any use of the data made before you withdrew your consent and we may still be entitled to hold and process the relevant personal information to the extent that we are entitled to do so on bases other than your consent. Withdrawing consent may also have the same effects as not providing the information in the first place, for example we may no longer be able to provide certain member benefits to you.

## 5. DIRECT MARKETING

**Email, post and SMS marketing:** from time to time, we may contact you by email, post or SMS with information about products and services we believe you may be interested in.

We will only send marketing messages to you in accordance with the marketing preferences you set. You can then let us know at any time that you do not wish to receive marketing messages by emailing us at [gdpr@oveagles.com](mailto:gdpr@oveagles.com). You can also unsubscribe from our marketing by clicking on the unsubscribe link in the marketing messages we send to you.

## 6. DISCLOSURE OF YOUR PERSONAL INFORMATION

We may send your details to others to help us run our organisation. These are:

- **Anyone you have said you are happy for us to send your details to.**
- **To any regional or governing body:** to help us to improve and keep an eye on developments in the sport.
- **Our gameday medical supplier:** to enable them to provide the best medical care possible.
- **The Government or our regulators:** where the law tells us to do so or to help them with any investigations.
- **Police, law enforcement and security services:** to help them with any investigation, prevention of crime or matter of national security.

## 7. TRANSFERRING YOUR PERSONAL INFORMATION INTERNATIONALLY

The personal information we collect is not transferred to and stored in countries outside of the UK and the European Union.

## 8. HOW LONG DO WE KEEP PERSONAL INFORMATION FOR?

We collect personal details from you for different reasons and so we might keep it for different lengths of time. For example, we might have to keep it for a long time for legal reasons, but most of the time, we will keep your details for 6 years after you last get in touch with us.

It is important to make sure that the details we hold about you is accurate and up-to-date, so make sure you let us know if anything like your email address or phone number changes. You can normally do this through the BAFA Portal.

Generally, where there is no legal requirement we retain all physical and electronic records for a period of 6 years after your last contact with us or the end of your membership. Exceptions to this rule are:

- Details regarding unsuccessful membership applicants where we hold records for a period of not more than 12 months;
- Information that may be relevant to personal injury or discrimination claims may be retained until the limitation period for those types of claims has expired. For personal injury or discrimination claims this can be an extended period as the limitation period might not start to run until a long time after the event.

## 9. YOUR RIGHTS IN RELATION TO PERSONAL INFORMATION

### *Did you know you can ask us to do lots of things with your details?*

You can ask us:

- to tell you how your details are being used;
- to provide you with a copy of all details we hold on you;
- to correct some of the details we hold if they are not correct or out of date like your contact details for example;
- to delete all the details we hold on you (unless we have a good reason not to!);
- to stop using your details in a certain way;
- to send your details to you or another organisation like any club you play at for example; and
- to stop making decisions about you using automated technologies which analyse your personal details e.g. performance software

Some of the rights may not always apply to the personal details we hold for you as there are sometimes requirements and exemptions attached which means we need to hold on to certain information and other times the rights may not apply at all.

**DON'T FORGET** though, if you have told us we can use your information in a certain way and you would like us to stop, you can tell us to stop at any time and you can always tell us to stop sending you marketing messages.

More information about these rights can be found online here <https://ico.org.uk/for-the-public/>. If you have any questions or are unhappy about something, please contact us at [gdpr@oveagles.com](mailto:gdpr@oveagles.com).

If you are unhappy with the way we are using your personal information you can also complain to the UK Information Commissioner's Office or your local data protection regulator. We are here to help and encourage you to contact us to resolve your complaint first.

## 10. WHAT HAPPENS IF WE NEED TO CHANGE THIS NOTICE?

Keep an eye out for changes to this notice online. If we make big changes the version date at the bottom of the notice will be updated. Of course, where we are required to do so by law we will ask for your permission before we change the reason for using your details.

## 11. CONTACTING US

In the event of any query or complaint relating to the information we hold about you, please email [gdpr@oveagles.com](mailto:gdpr@oveagles.com).

**Version dated 23<sup>rd</sup> May 2018**