



Privacy Policy

Camberley Community Sports Pitch [CCSP] ("We") are committed to protecting and respecting your privacy.

This policy (together with our terms and conditions, as well as any other documents referred to on it) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our policy regarding your personal data and how we will treat it.

Data refers to the personal information that we hold about you from which either on its own or in combination with other information you can be identified. A list of the types of data we collect is set out below.

"Processing" means doing anything with your data, such as collecting, recording or holding the Data as well as disclosing, destroying or using the Data in any way.

We will be processing your Data under the Data Protection Act 1998 ("the Act") until 24th May 2018 and General Data Protection Regulations (GDPR) from 25th May 2018, the data controller is the Pitch Manager.

We keep this Privacy Notice under regular review and it may be amended from time to time. You can obtain a current version at: www.camberleyastro.co.uk/Privacy-Policy

1. WHAT WE ARE PROCESSING

We will collect and process the following Data about you:

- (a) Biographic details – full name, title, date of birth and gender.
- (b) Your contact details – including home address, business, email, telephone, Twitter etc.
- (c) Expressions of opinion about you or indications as to our intentions about you.
- (d) Records of all contact we have with you.

We do not hold "sensitive" data, which is defined as, for example, medical information.

2. WHERE DO WE GET IT FROM?

We will obtain your Data either directly from you when you complete our contact form or place an order for products or services. We also collect information when you voluntarily complete customer surveys, provide feedback. We may also obtain your Data from third parties where you have given your consent. We will always look to

ensure that any third party has the lawful authority to share this Data with us.

3. LEGAL BASIS FOR PROCESSING

We will usually only process your Data where we have your consent or where we need to process it to comply with our legal obligations.

Where you have given your consent to us processing your Data you have a right to withdraw that consent at any time by emailing us at: bookings@camberleyastro.co.uk.

You may also request the deletion or removal of your Data in certain circumstances by emailing us at: bookings@camberleyastro.co.uk

4. WHY WE ARE PROCESSING IT

We collect information about you to process your order, manage your account and, if you agree, to email you about products and services we think may be of interest to you.

This information is processed for the following purposes:

- (a) Process your order, manage your account and, if you agree, to email you about products and services we think may be of interest to you.
- (b) For fraud prevention
- (c) For audit and debt collection
- (d) For statistical analysis
- (e) Your concerns can be properly investigated if you have a complaint.

5. IP ADDRESSES

We may collect information about your computer, including where available your IP address, operating system and browser type, for system administration. This is statistical data about our users' browsing actions and patterns, and does not identify any

6. COOKIES

We want to make the services that we provide, easy, useful and reliable. Where services are delivered on the Internet, this sometimes involves placing a small amount of information on your device, for example your computer, tablet or mobile phone. This information includes small text files known as "cookies".

These files are used to improve services for you through, for example:

12 Woodside, Blackwater, Camberley, Surrey. GU17 9JJ - bookings@camberleyastro.co.uk

Camberley Community Sports Pitch - www.camberleyastro.co.uk

- a) Recognising that you may already have provided a username and password so that you don't need to keep entering these into every web page you access
- b) Storing your preferences and other settings during a session and in some cases between sessions
- c) Determining how many people are using our services so they can be improved

Third party cookies

We also use popular sites like Facebook, Twitter, Vimeo and YouTube to originate or syndicate some of our content. As a result, if you visit one of our pages on these sites, or a page on our site which has content embedded from them, you may be presented with their cookies. We do not control these cookies. You should check the relevant site for more information about the cookies placed on external third party sites.

Managing cookies

You can choose whether to set your browser to accept or reject cookies. If you do this, however, you may not be able to access all or parts of our site. To learn more about cookies and how to manage them visit the **About Cookies site** at www.aboutcookies.org.

7. PROCESSING FOR LIMITED PURPOSES

We will only process your Data for the specific purpose or purposes that we tell you or if specifically permitted by the Act and GDPR. We will only process your Data to the extent necessary for that specific purpose or purposes.

We may share your information with, and obtain information about you from, credit reference agencies or fraud prevention agencies,

8. ACCURATE DATA

We will keep the Data we store about you accurate and up to date. Data that is inaccurate or out of date will be destroyed.

Please notify us if your personal details change or if you become aware of any inaccuracies in the Data we hold about you. E.g. Financial data is usually kept for 6 year.

9. HOLDING DATA

We create and hold your Data both electronically and on paper. We will only hold your information as long as is necessary.

Data may also be stored or shared via systems such as Microsoft OneDrive, GoogleDrive or similar, and we assume that the access controls implemented by such systems are sufficient to protect such data from being accessed by those who do not have a valid need to know. The operators of such systems will not be data processors, in the sense of GDPR, as they will not be aware of what data they are hosting.

Google, ONE.COM however, will be a data processor, in the terms of GDPR, and has a responsibility for implementing appropriate controls.

10. DATA SECURITY

We have a legal duty to keep Data about you confidential. We endeavour to ensure that suitable organisational and technical measures are in place to prevent the unlawful or unauthorised processing of your Data and against the accidental loss of or damage to your Data. This includes:

- (a) Storing Data on an appropriately secure system.
- (b) Training all our staff in their data protection responsibilities.
- (c) Working with reputable companies for data processing services who are data protection compliant and who enter into appropriate data sharing agreements.
- (d) Ensuring that appropriate protection is in place when we work with trusted organisations based outside the European Economic Area (EEA).

11. SHARING YOUR DATA

We will not share your information to a third party without your consent.

Information provided by you may be put onto a register of claims and shared with other insurers to prevent fraudulent claims.

12. ACCESSING YOUR DATA

If you would like to access your personal Data please make a request in writing to:

Camberley Community Sports Pitch
12 Woodside
Blackwater
Camberley
Surrey
GU17 9JJ

In certain circumstances you can request your Data for reuse for your own purposes across different services by emailing us at: bookings@camberleyastro.co.uk

If you are unhappy with the way that we have handled your Data you can contact us at:

bookings@camberleyastro.co.uk or contact the Information Commissioner's Office. See their website at: <https://ico.org.uk/>.