

# Oxfordshire Playing Fields Association

## PRIVACY POLICY

### 1. INTRODUCTION

Oxfordshire Playing Fields Association (OPFA) is committed to protecting your privacy and security. This policy explains how and why we use any personal data (i.e. any information which identifies individuals, or which can be identified as relating to you personally) to ensure you remain informed and in control of your information.

OPFA is a registered charity no. 304398. We are based at Colin Sanders Business Innovation Centre, Mewburn Road, Banbury, OX16 9PA. For the purposes of data protection law, OPFA will be the data controller.

OPFA will strive to comply with the requirements of the GDPR on the basis that any personal data we process is under the lawful basis of Legitimate Interests. The legitimate interest is in providing our members with access to our full advice service, including email newsletters and updates, to ensure that we meet our charitable objects.

Individuals or organisations can decide not to receive communications or change how we contact you at any time. If you wish to do so, please contact [oxfordshirepfa@gmail.com](mailto:oxfordshirepfa@gmail.com) or write to Oxfordshire Playing Fields Association, Colin Sanders Business Innovation Centre, Mewburn Road, Banbury, OX16 9PA.

The same contact details apply, if you have any questions in relation to this policy or how we use your personal data.

### 2. WHAT INFORMATION WE COLLECT

#### Personal data you provide

We collect the following personal data you provide to us which includes information you give when joining OPFA or signing up for training or events. For example:

- personal details (name, email, address, telephone etc.) when you join as a member;
- Organisational invoice details

### **Information from third parties**

On rare occasions we receive personal data about individuals from third parties; for example, if we are partnering with another organisation (e.g. you provide your information to another organisation we're collaborating with on a project).

### **Sensitive personal data**

We do not normally collect or store sensitive personal data (such as information relating to health, beliefs or political affiliation) about individuals.

### **Accidents or incidents**

If an accident or incident occurs at one of our events or involving one of our staff then we'll keep a record of this (which may include personal data and sensitive personal data).

## **3. HOW WE USE INFORMATION**

OPFA complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure; and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: –

- To enable us to provide a service for you and the benefit of the public;
- To administer membership records;
- To manage our employees and volunteers;
- To maintain our own accounts and records;
- To inform you of news, events, activities and services.

In any event, we'll only use information for the purpose or purposes it was collected for (or else for closely related purposes).

#### **4. WHAT IS OUR LEGAL BASIS FOR PROCESSING PERSONAL DATA?**

- A contract with you to supply goods or services that you have requested.
- Legitimate interest so that we can keep groups such as statutory bodies, Town and Parish Councils/Meetings, plus charity/community groups informed about news, events, activities and services.
- Processing is necessary for carrying out obligations under employment.

#### **5. DISCLOSING AND SHARING DATA**

We will never sell your personal data.

Occasionally, where we partner with other organisations, we may share information with them (for example, if you register to attend an event being jointly organised by us and another charity). We'll only share information when necessary and we'll make sure to notify you first.

#### **6. NEWSLETTERS AND MAGAZINES**

E-Newsletters are provided as a benefit to our members. We send these out to all our members (unless you specifically ask us not to) and you can choose to unsubscribe from our general "marketing" communications without giving up your membership.

#### **7. ANONYMISED DATA**

We may aggregate and anonymise personal data so that it can no longer be linked to any particular person. This information can be used for a variety of purposes, such as reporting to funders, or to identify trends or patterns within our membership and other service users. This information helps inform our actions and improve our services and publicly disseminated resources.

#### **8. HOW WE PROTECT DATA**

We employ a variety of physical and technical measures to keep your data safe and to prevent unauthorised access to, or use or disclosure of, your personal information.

Electronic data and databases are stored on secure computer systems and we control who has access to information (using both physical and electronic means).

## **9. STORAGE**

### **How long we store information**

We will only use and store information for so long as it is required for the purposes it was collected for. We continually review what information we hold and delete what is no longer required.

## **10. KEEPING YOU IN CONTROL**

We want to ensure you remain in control of your personal data. Part of this is making sure you understand your legal rights, which are as follows:

- the right to confirmation as to whether we store your personal data and, if we do, to obtain a copy of the personal information we hold (this is known as subject access request);
- the right to have your data erased (though this will not apply where it is necessary for us to continue to use the data for a lawful reason);
- the right to have inaccurate data rectified;
- the right to object to your data being used for marketing or profiling; and
- where technically feasible, you have the right to personal data you have provided to us which we process automatically on the basis of your consent or the performance of a contract. This information will be provided in a common electronic format.

Please keep in mind that there are exceptions to the rights above and, though we will always try to respond to your satisfaction, there may be situations where we are unable to do so. If you would like further information on your rights or wish to exercise them, please write to OPFA, Colin Sanders Business Innovation Centre, Mewburn Road, Banbury OX16 9PA.

### **Complaints**

If you are not happy with our response, or you believe that your data protection or privacy rights have been infringed, you can complain to the UK Information Commissioner's Office, which regulates and enforces data protection law in the UK. Details of how to do this can be found at [www.ico.org.uk](http://www.ico.org.uk)

## **11. CHANGES TO THIS PRIVACY POLICY**

We'll amend this Privacy Policy from time to time to ensure it remains up-to-date and accurately reflects how and why we use your personal data. The current version of our Privacy Policy will always be posted on our website.

This Privacy Policy was last updated on 25.7.18.