

# GDPR Policy

Deeside Defenders Games Club is committed to protecting the privacy and security of your personal data. This Privacy Policy explains how we collect, use, store, and protect the personal information of our members in accordance with the General Data Protection Regulation (GDPR).

## What Personal Data We Collect

We may collect and process the following categories of personal data about you:

- Identity Data: This includes your name, username or similar identifier, title.
- Contact Data: This includes your email address, postal address, and telephone number.
- Membership Data: This includes your membership status, membership type, joining date, and any renewal dates.
- Participation Data: This may include records of your attendance at club events, participation in games or activities, and any roles you may hold within the club.
- Payment Data: This includes details necessary for processing membership fees, such as bank account details or payment card information (please note: we aim to minimize the storage of sensitive payment details and may use third-party payment processors).
- Marketing and Communications Data: This includes your preferences for receiving marketing communications from us and your communication preferences.
- Technical Data: This may include your IP address, browser type and version, operating system and platform, and other technology on the devices you use to access our website or online platforms.
- Special Categories of Data: In limited circumstances, we may collect data considered "special categories" under GDPR, such as health information (e.g., allergies or medical conditions relevant to participation in activities, next of kin details etc). We will only process this data with your explicit consent and where necessary for your well-being or to ensure inclusive participation.

## How We Collect Your Personal Data

We collect your personal data through various means, including:

- Direct Interactions: When you complete our membership application form (online or physical), correspond with us by email, phone, or in person, or participate in club activities.
- Automated Technologies or Interactions: When you interact with our website or online platforms, we may automatically collect Technical Data about your equipment and browsing actions.
- Third Parties: We may receive data about you from third parties, such as payment processors or event organizers (where you register for events through them).

## How We Use Your Personal Data

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data for the following purposes:

- To manage your membership: This includes processing your application, maintaining your membership record, and communicating with you about your membership.
- To provide club services and activities: This includes organizing and running games, events, and other club activities in which you participate.
- To communicate with you: This includes sending you important information about the club, upcoming events, newsletters (if you have opted in), and other relevant updates.
- To process payments: This includes collecting membership fees and any other payments related to club activities.
- To ensure safety and well-being: This may involve using relevant health information (with your consent) to provide appropriate support during club activities.
- To improve our services: We may analyze data to understand member engagement and improve the way we operate the club.
- To comply with legal obligations: We may be required to process your personal data to comply with legal or regulatory requirements.

## Lawful Basis for Processing Your Personal Data

We will only process your personal data when we have a lawful basis for doing so. These bases include:

- Consent: Where you have given us explicit consent to process your personal data for a specific purpose (e.g., sending marketing emails or processing special categories of data). You have the right to withdraw your consent at any time.
- Contract: Where processing is necessary for the performance of a contract with you (e.g., your membership agreement).
- Legitimate Interests: Where processing is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests. Our legitimate interests include administering the club, organizing events, and communicating with members.
- Legal Obligation: Where processing is necessary for us to comply with a legal obligation.

## Data Security

We have implemented appropriate technical and organisational measures to protect your personal data against accidental loss, unauthorized access, use, alteration, or disclosure. These measures include:

- Your personal data is held electronically on third party systems (such as Wix and Google) using their security systems, access controls, back-up and recovery processes. We do not hold personal data permanently locally. We do not hold personal information in physical written form.
- From time to time it may be necessary to temporarily transfer data between systems or hold it in local systems such as spreadsheets. Any such data is held with password protection, access to it is controlled and the data is erased as soon as the reason for which it was required is satisfied.

- Access to club systems holding your data is limited to board members and select other members and third parties (such as partners and sponsors) for the sole purpose of undertaking club activities. All those with access to your data have a duty of confidentiality.

## Data Retention

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorized use or disclosure of your personal data, the purposes for which we process your personal data, and whether we can achieve those purposes through other means, and the applicable legal requirements.

Typically, we will retain membership data for the duration of your membership and for a reasonable period thereafter to manage any queries or administrative matters. Financial data will be retained for as long as required by law (e.g., for tax purposes).

## Your Legal Rights

Under the GDPR, you have certain rights regarding your personal data:

- The right to be informed: You have the right to be informed about the collection and use of your personal data. This Privacy Policy aims to provide you with this information.
- The right of access: You have the right to request access to the personal data we hold about you.
- The right to rectification: You have the right to request that we correct any inaccurate or incomplete personal data we hold about you.
- The right to erasure ("right to be forgotten"): You have the right to request that we delete your personal data in certain circumstances.
- The right to restriction of processing: You have the right to request that we restrict the processing of your personal data in certain circumstances.
- The right to data portability: You have the right to receive the personal data you have provided to us in a structured, commonly used, and machine-readable format and to transmit that data to another controller.
- The right to object: You have the right to object to the processing of your personal data in certain circumstances, including for direct marketing purposes.
- Rights in relation to automated decision-making and profiling: You have the right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning you or similarly significantly affects you. We do not typically engage in such automated decision-making.

## Sharing Your Personal Data

We may need to share your personal data with certain third parties for the purposes outlined in this policy. These may include:

- Service providers: Who provide IT and system administration services, payment processing services, or event management support. We will have contracts in place with these providers to ensure your data is protected.
- Regulatory authorities: If we are required to disclose your personal data to comply with legal obligations.
- Other members (limited circumstances): For example, sharing a list of attendees for a specific event, but only with appropriate safeguards and where necessary for the event's organisation.

We will not sell or rent your personal data to third parties for marketing purposes.

## Right to Lodge a Complaint

You have the right to lodge a complaint with the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues, at any time. Their contact details are:

Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF

Website: <https://www.ico.org.uk>