

PRIVACY POLICY

This Privacy Policy sets out how we collect, use and store your personal information

Who we are

OWNERSHIP is a non-profit making amateur boxing club. The club provides boxing based and keep fit sessions which promote health, fitness and social inclusion.

Information we collect and why we use it

The personal information we collect includes:

- who you are – your name, address, date of birth, contact details. We use this information to process your membership.
- Information related to your health – this is only collected and used where needed to provide the service you have requested or to comply with our legal obligations.

How we collect information about you

We collect information when you fill in a membership form. We may also collect information from you when you contact us directly, for example if you register for an event, make a donation or send an e mail.

What we do with your data

We use information about you to process your membership and to provide personalised boxing and exercise programs. We may also contact you with club related information for example about boxing events and fundraising activities.

Legal basis for using your information

We will only use your personal information where we have your consent or because we need to use it in order to fulfil a contract with you - for example developing a training schedule.

Sharing your Information

We will never share your personal information with other organisations unless required by law.

Website, cookies and social media

- L Cookies are small files saved to your computer hard drive that track, save and store information about your interactions and usage of our website. If you wish to deny the use and saving of cookies from Hylton Castle and Town End Farm Boxing Club website you should take necessary steps within your web browser's security settings to block them.
- ii) **OWNERSHIP** maintains a presence on popular social media websites including Facebook and Twitter. We use these sites to share our news, upcoming events and celebrate our successes. By engaging on these sites you are accepting that the webpages are not private. Any information you provide us with on social media platforms may be retained for longer than your relationship with St Paul's.

8. Legal disclosure

We may disclose your information if required to comply with applicable laws, regulations and codes of practice.

9. Keeping your information safe

We take looking after your information very seriously and have implemented appropriate physical, technical and organisational measures to protect all the personal information we have under our control.

10. How long we keep your data

We only keep your personal information as long as is reasonable and necessary and no longer than 12 months from the expiry of your membership.

11. What are your rights?

- a) Access to your personal information
 - i. If you believe the information we hold on you is incorrect you can request to see this information and have it corrected or deleted.
 - ii. You can request a copy of your personal information free of charge. Please put any request in writing to the Head Coach and provide evidence of your identity.
 - iii. If you wish to raise a complaint on how we have handled your personal data please contact the Welfare Officer in order to have the matter investigated.
- b) Consent
You can withdraw your consent at any time.
- c) Erasure
You can ask us to delete your personal information where it is no longer necessary for us to use it, you have withdrawn consent or where we have no lawful basis for keeping it.

To find out more about this policy and how we look after your personal information, please contact the Welfare Officer, Hylton Castle and Town End Farm Boxing Club, 14 Leander Drive, Boldon Colliery, NE359LX.

February 2019

Review date: February 2020