

## **Armagh, Banbridge & Craigavon Sports Forum Privacy Notice**

At Armagh, Banbridge and Craigavon Sports Forum we are committed to protecting your privacy. The General Data Protection Regulation gives you more control over how your personal information is used. We have developed this privacy notice to tell you more about these changes.

This privacy notice tells you what to expect us to do with your personal information when you make contact with us.

### **When do we collect information?**

Most of the personal information we process is provided to us directly by you. The information is collected in various ways, including:

- when you complete an affiliation form/grant application form/sports awards nomination form/bursary application form
- in emails, letters and telephone calls

The types of information we collect includes name, e-mail address, postal address, telephone number, date of birth and club or school. Photos and videos may be taken at events for promotional purposes.

### **How do we use this information?**

We will use your personal information to provide you with the services information that you have requested and for administration purposes.

### **How do we protect personal information?**

We are committed to keeping your information secure and private. We will ensure that records are stored securely and that access to them is controlled; records are maintained in accordance with our partner organisation, Armagh City, Banbridge & Craigavon Borough Council's Retention & Disposal Schedule.

### **Will we disclose the information we collect to outside parties?**

- We will not share your information with any third parties for the purposes of direct marketing.
- The information provided in this form will be shared with our partner organisation - Armagh City, Banbridge and Craigavon Borough Council.
- Club secretary details will be listed on the online Sports Directory section of the Get Active ABC website and will be made available to the general public.

### **Right of access**

You have the right to ask for a copy of the information we hold about you and to have any inaccuracies in your information corrected.

### **Changes**

If your personal details change, please help us to keep your information up to date by notifying us.

We keep our privacy notice under regular review to make sure it is up to date and accurate.