

## ABINGDON TOUCHLINERS DATA PRIVACY POLICY

### 1. About this Policy

- a. This policy explains when and why we collect personal information about our members, how we use it, how we keep it secure and your rights in relation to it.
- b. We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.
- c. We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website <https://www.abingdon.org.uk/touchliners> (but amendments will not be made retrospectively).
- d. We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner ([www.ico.gov.uk](http://www.ico.gov.uk)). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

### 2. Who are we?

- a. We are Abingdon Touchliners, a parent-run subscription based society supporting rugby at Abingdon School. We can be contacted by post to Touchliners Membership Secretary c/o Abingdon School, Park Road, Abingdon OX18 1DE or by email to [touchliners@abingdon.org.uk](mailto:touchliners@abingdon.org.uk).
- b. As a recreational organisation, Abingdon Touchliners is not required to register with the Information Commissioner’s Office.

### 3. What information we collect and why:

Type of information	Purposes	Legal basis of processing
Member’s names, email addresses	To allow communication with the member	Legitimate interest. Meeting the society’s commitment to the member.
Pupils name(s) and current school year	To allow committee members to communicate with parents or guardians of pupils in specific year groups	Legitimate interest. Meeting the society’s commitment to the member.
Level of support offered	To identify those members willing to help at society events	Consent. The Member may change the level of support they offer at any time by contacting us by e-mail or letter.
Whether or not you have consented to allow us to add the annual subscription charge to your school fee bill	To allow collection of the annual subscription through the school fee bill	Consent. The Member may withdraw their consent at any time by contacting us by e-mail or letter.
Whether or not you have consented to allow us to use photographs of you	To use image to support the raising of funds, to celebrate success and to encourage participation	Consent. The Member may withdraw their consent at any time by contacting us by e-mail or letter.

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and your son to advertise the society		
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### 4. How we protect your personal data

- a. We will not transfer your personal data outside the EU without your consent.
- b. We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction. Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- c. For any payments which we take from you online we will use a recognised online secure payment system.
- d. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

### 5. Who else has access to the information you provide us?

- a. It may be necessary to share your information with Abingdon School to facilitate the payment of your membership fee and to deal with the ongoing administration of the club.
- b. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law.
- c. We will never sell your personal data.

### 6. How long do we keep your information?

- a. We will hold your personal data on our systems for as long as you are a member of the society and for as long afterwards as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions and the establishment, exercise or defence of legal claims.
  - b. Abingdon Touchliners seeks to promote the success of the Abingdon School Rugby Club we frequently use images of the players and parents at matches, training and social events to raise funds, celebrate success and encourage participation. For this reason, we may keep images or video for longer periods than your membership.
7. Images used will not name individuals unless specific prior consent has been given or the identity of the boy and event are available in the public domain. For example, in the media or British Rowing. **Your rights**

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- a. You have rights under the GDPR:
  - i. to access your personal data
  - ii. to be provided with information about how your personal data is processed
  - iii. to have your personal data corrected
  - iv. to have your personal data erased in certain circumstances
  - v. to object to or restrict how your personal data is processed
  - vi. to have your personal data transferred to yourself or to another business in certain circumstances.
- b. You have the right to take any complaints about how we process your personal data to the Information Commissioner: <https://ico.org.uk/concerns/> 0303 123 1113.  
Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF. For more details, please address any questions, comments and requests regarding our data processing practices by post to Touchliners Membership Secretary c/o Abingdon School, Park Road, Abingdon OX18 1DE) or by email to [touchliners@abingdon.org.uk](mailto:touchliners@abingdon.org.uk).