



# Privacy Policy

**Version:**

**1**

**Date:**

**May 2018**

**Approved by:**

**General Manager**



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Version	Description of Amendment	Authorised by	Date
Issue 1	Policy produced	General Manager	May 2018



### **2. OVERVIEW**

- 2.1 Exeter City AFC Limited takes your privacy very seriously and is committed to protecting your personal information. This Privacy Policy sets out the way in which any personal information you provide to us is used and kept secure by Exeter City AFC Limited. It applies whenever we collect your personal data (including when you use our website or other digital platforms), so please read it carefully.
- 2.2 Exeter City AFC Limited is a limited company registered in England and Wales company number 97808.

### **3. ABOUT THIS PRIVACY POLICY**

- 3.1 This privacy policy explains what information we may collect about you, how we may use it, and the steps we take to ensure that it is kept secure. We also explain your rights in respect of your personal data.

### **4. WHO IS COLLECTING AND USING YOUR PERSONAL DATA?**

- 4.1 Exeter City AFC Ltd will act as a “data controller” for any personal data you supply to us. As such, we will ensure that the data you give us is processed in line with your rights under the Data Protection Act 2018 and the EU General Data Protection Regulations.

### **5. WHY ARE WE PROCESSING YOUR PERSONAL DATA?**

- 5.1 We will process your personal data for numerous reasons including;
- For payroll purposes
  - To keep you informed of all the latest news from Exeter City AFC, our sponsors and associated community groups
  - To deal with enquiries you make about your employment at Exeter City AFC Ltd
  - To enable us to carry out our obligations to you under employment laws
- 5.2 The lawful grounds we rely upon for processing your personal data is regulation 6(1)(b) and regulation 9(2)(b) of the General Data Protection Regulations.



### **6. WHO WE WILL SHARE YOUR PERSONAL DATA WITH?**

- 6.1 Your personal data may be shared internally within Exeter City AFC Ltd to enable us to deliver our obligations to you under employment laws. We will not share your personal data with third party organisations without your consent unless we are required to do so by law.

### **7. HOW LONG WILL WE HOLD YOUR PERSONAL DATA?**

- 7.1 Exeter City AFC Ltd will retain your personal data for six years after you have left our employment.

### **8. EXERCISING YOUR RIGHTS**

- 8.1 Under the Data Protection Act 2018 and the EU General Data Protection Regulations you have the following rights;

- The right of access to your own personal data
- The right to request rectification or deletion of your personal data
- The right to object to the processing of your personal data
- The right to request a copy of the information you provide us in machine readable format
- The right to withdraw your consent to any processing that is solely reliant upon your consent

- 8.2 Should you wish to exercise any of your rights, you should contact email [reception@ecfc.co.uk](mailto:reception@ecfc.co.uk) or write to;

Exeter City AFC Ltd  
St James Park  
Stadium Way  
Exeter  
EX4 6PX

### **9. YOUR RIGHT TO COMPLAIN**

- 9.1 If you wish to complain about the way that your personal data has been handled, you should write to us at the address above and clearly outline your concerns. Your complaint will then be investigated in accordance with our Customer Feedback Procedure. If you remain dissatisfied with the way your personal data has been handled, you may refer the matter to the Information Commissioner's Office whose contact details are below.



## Exeter City AFC Ltd Policy

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Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)