

Epsom & Ewell Phab Privacy Statement

At Epsom & Ewell Phab we take your personal information, security and preferences seriously. We aim to be clear when we collect your data and not do anything you would not reasonably expect.

Where do we collect information from?

- When you give it to us directly or via our website
- When you are referred to us by other organisations

What personal information do we collect

- Name, contact details and date of birth for members and volunteers
- Where necessary health details of members and volunteers
- Supporters contact details from events e.g. fundraising ball
- Contact details where you have asked to be kept informed about our activities
- Address for gift aid

How we use it

- To provide appropriate care and help to members & volunteers
- To enable us to keep you informed about club activities
- To allow us to obtain gift aid where we have permission

How do we manage members & volunteers data?

- Sensitive information will be obtained for members and volunteers when it is needed to ensure their safety and well-being whilst with Epsom and Ewell Phab
- Where appropriate, consent from a parent/guardian or carer will be obtained before collecting this information

How do we keep your data safe and who has access?

- The storage of all our data is managed by our Data Protection officer
- Most data will be stored electronically password protected on a secure and protected server
- Paper medical forms/data will be kept secure and will be shredded when finished with
- Your data will not be sold or passed on to any third party for marketing or fundraising purposes
- We may need to disclose your personal details to the emergency services if this is required
- We will only ever share your data in other circumstances if we have your explicit and informed consent e.g. holiday or activity venues.
- We would report any serious data breach to the ICO within 72 hours. In the event of your sensitive data being breached we will notify you of this without undue delay

How do we keep your information up-to date

- We would appreciate it if you would let us know if your contact details change
- We may contact you if we need to ensure we have your correct details on file

If you have any questions, comments or suggestions please let us know by contacting phab@phab.org or call on 01372 729492

25th May 2018