

## **Discover Groomsport**

### **Privacy and Use of Personal Information Policy**

#### **A Introduction**

This statement describes how Discover Groomsport collects and uses personal information about you when you submit your membership form to us. For the purpose of data protection legislation (which includes the Data Protection Act 2018 and the General Data Protection Regulation (Regulation (EU) 2016/679)) (the "GDPR") Discover Groomsport is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this statement.

#### **B Who we are**

Discover Groomsport is a Charity registered with the NI Charity Commission, Charity no. 109362, registered 24/01/2023. We can also be contacted at [discovergroomsport@gmail.com](mailto:discovergroomsport@gmail.com)

#### **C What we use the information contained in the form for**

Where you provide us with any personal information, the situations in which we will process your personal information are listed below:

- For communicating with you regarding updates to the work of Discover Groomsport

Our lawful basis for the activities above is the pursuit of our stated purposes, taking a community focused approach to celebrating, protecting and advancing Groomsport.

#### **D How we will protect your personal information**

We are committed to holding your personal information provided in the membership form securely.

Where personal information is held electronically, it is held on a computer system that is owned and controlled by Discover Groomsport or such other third party appointed by Discover Groomsport.

To effectively analyse the information provided in the form, Discover Groomsport stores the details supplied on the membership form, in both paper and electronic format. Paper copies are held locally by the Discover Groomsport secretariat. Sometimes we will make electronic copies of paper documents or

type up information from them, for example the names of volunteers taken at Discover Groomsport events. These documents or information are then stored on our computer system.

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for (see paragraph C above). To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements. Discover Groomsport will ensure that selected third parties with whom we share your personal information in accordance with this statement will delete your personal information when they no longer require it or we request them to do so.

## **E Third party processors/disclosures**

We may pass your information on to the following third parties for the following purposes:

- Our suppliers who provide services on our behalf including, but not limited to, IT providers who own, manage or provide support for our computers or systems we use and our suppliers who provide the web based services or other software.
- Our staff or individuals that we appoint to review the form submitted by you.
- We may sometimes be obliged to disclose your personal information by law such as by a regulator with appropriate power, or court order. In addition, information held by or for public bodies can be subject to freedom of information requests.

## **F Your rights in connection with personal information**

Under certain circumstances, by law you have the right to:

- Request access to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Discover Groomsport secretariat at [discovergroomsport@gmail.com](mailto:discovergroomsport@gmail.com)

No fee is usually required.

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

You have the right to complain to the Information Commissioner (<https://ico.org.uk/>) if you have any concerns in respect of the handling of your personal information by Discover Groomsport.

Discover Groomsport

March 2023