**GDPR Privacy Notice for SBITC**

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|  | **Name of Company** | **Company Contact Details** |
| **Data Controller** | **Sky Blues in the Community** | **John.Szyndler@sbitc.org.uk** |

**Introduction**

**SBITC collects and processes personal information, or personal data, relating to its employees, workers, and contractors to manage the working relationship. This personal information may be held by SBITC on paper or in electronic format.**

SBITC is committed to being transparent about how it handles your personal information, to protecting the privacy and security of your personal information and to meeting its data protection obligations under the **General Data Protection Regulation** (**GDPR**) and the **Data Protection Act 2018**. The purpose of this privacy notice is to make you aware of how and why SBITC will collect and use your personal information.

**Person with responsibility for data protection**

**SBITC has appointed a person with responsibility for data protection compliance within the business and to oversee compliance with this Privacy Notice. If you have any questions about this Privacy Notice or about how SBITC handle your personal information, please contact them on the details below:**

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| **Name** | **John Szyndler** |
| **Job Title** | **Health Manager - GDPR LINK** |
| **Telephone Contact** | **02476 786349** |
| **Email** | **john.szyndler@sbitc.org.uk** |
| **Postal Address** | **Coventry Building Society Arena, Judd’s Lane, Coventry, CV6 6GE** |

**The Data Protection Principles**

**Under the GDPR, there are six data protection principles that SBITC must comply with. These provide that the personal information SBITC hold about you must be:**

1. Processed lawfully, fairly and in a transparent manner.
2. Collected only for legitimate purposes that have been clearly explained to you and not further processed in a way that is incompatible with those purposes.
3. Adequate, relevant, and limited to what is necessary in relation to those purposes.
4. Accurate and, where necessary, kept up to date.
5. Kept in a form which permits your identification for no longer than is necessary for those purposes.
6. Processed in a way that ensures appropriate security of the data.

**Please also see our ‘Data Protection Policy’ and ‘Data Security Policy’ for more information around how** **Sky Blues in the Community manage and utilise data.**

**1. Introduction**

SBITC takes your privacy very seriously and is committed to maintaining your privacy in accordance with the General Data Protection Regulations

Throughout this Privacy Policy, any references to ‘we’, ‘us’ and ‘our’ are references to Blackburn Rovers Community Trust.

The Privacy Policy of **Sky Blues in the Community** explains:

1. Our commitment to data protection and the use of your information in providing you with the services and information you require.

2. How we will treat the personal information that you provide to us, either when using our website or in other circumstances when we collect data from you (including collection of data by email).

3. How we will use the information we collect about you and the choices you can make about the way your information is collected and used.

**2. How we use your personal data and the information you provide**

Personal data is defined to be: ‘any information relating to an identified or identifiable natural person’.

An identifiable natural person is one who can be identified, directly or indirectly, by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person.

By submitting information and/or continuing to use the website, you signify your consent to us using your personal data in accordance with this Privacy Policy.

At times we may request that you voluntarily supply us with personal information. Generally, this information is requested when you register to use our website/booking system, purchase tickets, email enquiries, contributions on your views of **Sky Blues in the Community** or enter any promotions or competitions.

We may gather and use information about you in one of the following ways:

• If you choose to register to use our website or subscribe to updates on the website, we may ask for information such as your name, date of birth, email address and contact details (personal information). We will use this information to administer your user account with us and so that we can tailor and improve the services we offer to you.

• If you choose to give us personal information via the internet (for example, while purchasing tickets or merchandising from us), it will be clear how we will use such information. If you tell us that you do not wish to have this information used as a basis for further contact with you, we will respect your wishes.

• Where you have consented to us sending you information, we may also use your data for marketing purposes. This may be information that we think may be of interest to you or information about other organisations’ goods and services that we think may be of interest to you.

• Where you have consented to us passing your data to our official partners, sponsors and/or selected third parties to enable them to send you information, we may pass your data to such partners, sponsors and third parties to enable them to send you such information.

• We intend to continue to improve the content and function of the **Sky Blues in the Community** website. For this reason, we may monitor customer traffic patterns and site usage to help us improve the design and layout of our site and provide content of interest to you.

• If you apply for a job, we will use your information for the purposes of recruitment and selection, corresponding with you and equal opportunities monitoring and may hold your information for up to six months in case other suitable opportunities arise.

• **Sky Blues in the Community** may disclose personal data to comply with a legal or regulatory obligation.

• We do not store credit card details, nor do we share customer details with any third parties.

**Sky Blues in the Community** will not, however, sell or lease your personal information to third parties not associated with Blackburn Rovers Community Trust, its partners, sponsors, and affiliates. If you do not wish to receive marketing and promotional communications from us or our partners, sponsors, and affiliates you can choose to opt out when providing your personal information to **Sky Blues in the Community**.

Additionally, the website contains links to websites that are not operated by Blackburn Rovers Community Trust. These third parties may collect data from you and share some of that data with us. **Sky Blues in the Community** is careful when choosing their partners, sponsors, and affiliates, but we are not responsible for any misuse of personal information by such third parties. We recommend that you view the Privacy Policy posted on each website that you use to confirm that the policies of these third parties are acceptable to you.

**3. How we protect your information**

We understand that the security of your personal information is important to you. When handling personal information security is paramount and we take appropriate measure to ensure that the information disclosed to us is kept secure, accurate and up to date and kept only for so long as is necessary for the purposes for which it is used.

**Sky Blues in the Community** have a separate ‘Data Security Policy’ which discusses in depth how we look after your data (as found on our website).

**4. What is Personal Information**

Personal information is any information which we collect about you that can be used to identify you and is stored either electronically or in a usable filing system.

Personal information will include any information, such as your name, date of birth and address, that is collected about you by us for any reason, whether it be in connection with the delivery of our services, marketing or when you contact us.

It also includes any personal information that we collect about you that is in the public domain, such as information made public on social media that is available to us when you connect with us on social media.

It is our intention to provide you with as much information as possible about what we do with your personal information, so that when you provide personal information to us, you do so with an awareness of how it will be used.

**5. Cookies Policy**

**Cookie List**

A cookie is a small piece of data (text file) that a website – when visited by a user – asks your browser to store on your device to remember information about you, such as your language preference or login information. Those cookies are set by us and called first-party cookies. We also use third-party cookies – which are cookies from a domain different than the domain of the website you are visiting – for our advertising and marketing efforts. More specifically, we use cookies and other tracking technologies for the following purposes:

**Strictly Necessary Cookies**

These cookies are necessary for the website to function and cannot be switched off in our systems. They are usually only set in response to actions made by you which amount to a request for services, such as setting your privacy preferences, logging in or filling in forms. You can set your browser to block or alert you about these cookies, but some parts of the site will not then work. These cookies do not store any personally identifiable information.

**6. Disclosure for law enforcement purposes**

Sky Blues in the Community reserves the right to access and disclose personal information to comply with applicable laws and lawful government requests to operate its systems properly or to protect itself or others. Sky Blues in the Community may attempt to obtain the prior consent of the individual before disclosing the personal information, but it has no obligation to do so.

It may be necessary for us to transfer your information to countries outside the European Union which do not provide the same level of protection as the UK. If we for any reason need to do so we will make sure that the information is transferred in accordance with this privacy statement, the General Data Protection Regulation, and other applicable data protection laws so that your personal data is kept secure.

**7. Children and young people**

The community webpages are under the parent club www.ccfc.co.uk website is a general audience website. However, we understand that children may visit ‘www.ccfc.co.uk’ and as such, we would encourage all potential users under the age of 16 to talk with their parents or legal guardians before submitting any information to this website, or indeed any other website. Ultimately, Sky Blues in the Community believes that it is the responsibility of parents or legal guardians to supervise children when online and recommends that parental control tools be put in place.

No information collected from anyone under the age of 18 will be used for any marketing or promotional purposes. If, in the future, Sky Blues in the Community actively collects personal information from children, it will do so in compliance with the General Data Protection Regulation.

**8 social media**

Any information you provide to us via social media (including messaging, "liking", "following" and other communications) is controlled by the relevant social media network.

We recommend that you read their privacy notices and contact them directly if you have any concerns regarding their use of your personal information.

Our website via CCFC- <https://www.ccfc.co.uk/community/> contains links to our social media pages and we currently use:

Twitter, whose privacy notice can be found at

https://twitter.com/en/privacyhttps://twitter.com/en/privacy

Facebook, whose privacy notice can be found at https://engb.facebook.com/privacy/explanation

Instagram, whose privacy notice can be found at https://help.instagram.com/155833707900388

YouTube, whose privacy notice can be found at https://www.youtube.com/static?template=privacy\_guidelines

Snapchat, whose privacy policy can be found at <https://www.snap.com/en-GB/privacy/privacy-center/>

**9. Access to your information**

Data protection law gives you various rights including the right to access the personal information that is held about you. To do this, please see our ‘Subject Access Request Procedure’ document, as found on the website.

Please note that in certain circumstances Sky Blues in the Community may withhold access to your information where it has the right to do so under current data protection legislation. You can also request at any time that the personal information we hold about you is updated, corrected, or erased.

**10. Changes to this Privacy Policy**

We may need to change the terms of this Policy from time to time and changes will be posted on this page. Your continued use of the website will be deemed to be acceptance of amendments we make.

Any changes will take effect once the revised Privacy Policy is published on our website. We will of course notify you of any changes where we are required to do so. Please refer to this Privacy Policy each time you submit any personal information.

**This policy will be reviewed in July 2024 or earlier if there are changes to the relevant course of business.**

**If you have any questions or comments about this Privacy Policy, please feel free to contact us at sbitc@sbitc.org.uk 02476-786349**

**Registered Office: Sky Blues in the Community-CBS Arena,Judds Lane, Coventry CV6 6GE**

**Registered Charity No: 1127014**

**This document has been reviewed and approved by the board of trustees on the 13th July,2023**