## Privacy Policy

The Company gathers and processes your personal information in accordance with this Privacy Notice and in compliance with the General Data Protection Regulations (GDPR) and other relevant data protection regulation and laws. This notice provides you with the necessary information regarding your rights and our obligations, and explains how, why and when we process your personal data.

The Company’s registered office is 2 Birch leys, Hemel Hempstead, Hp2 7sa and we are a company registered in England and Wales**.**

### Information That We Collect

We process your personal information to meet our legal, statutory and contractual obligations and to provide you with our products and services. We will never collect any unnecessary personal data from you and do not process your information in any way, other than as specified in this notice.

### **The personal data that we collect is:**

* Name
* Email
* Telephone Number
* Mobile Telephone Number
* Contact person(s) contact information

### We collect information in the following ways:

* Online forms (our mailing lists)
* Contact information provided directly by email, phone or post.
* **We store information in the following ways:**
* Wix Mail (our mailing lists)
* In our email software (gmail)
* On an internal server where archived digital documents are kept. This will be in our lockable main office.
* On the servers of our Web Hosting suppliers Wix. Access is only available to Dean Storey and Chelsey Storey co-owners, and our web developer.

### How We Use Your Personal Data

The Company takes your privacy very seriously and will never disclose, share or sell your data without your consent; unless required to do so by law. We retain your data only for as long as is necessary and for the purpose(s) specified in this notice. Where you have consented to us providing you with promotional offers and marketing, you are free to withdraw this consent at any time. The purposes and reasons for processing your personal data are detailed below:

* We will occasionally send you marketing information where we have assessed that it is beneficial to you as a customer and in our interests. Such information will be non-intrusive and is processed on the grounds of legitimate interests.

### Your Rights

You have the right to access any personal information that we process about you and to request information about:

* What personal data we hold about you
* The purposes of the processing
* The recipients to whom the personal data has/will be disclosed
* How long we intend to store your personal data for

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to do so as quickly as possible, but certainly within legal timeframes, unless there is a valid reason for not doing so, in which case you will be notified.

You also have the right to request erasure of your personal data or to restrict in accordance with the data protection laws; as well as to object to any direct marketing from us.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the request. This is to ensure that your data is protected and kept secure.

### Sharing and Disclosing Your Personal Information

We do not share or disclose any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement.

Wix Mail (for storing contact information and sending emails including marketing emails)

### Safeguarding Measures

We take your privacy seriously and take every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information, including**:**

* Computers are password protected, and when they are not in use they are either off or in password-protected mode.
* Freelancers do not have access to our client information from their own devices, with the exception of an web developer who has access to wix mail.

### Transfers Outside the EU

Personal data in the European Union is protected by the General Data Protection Regulation (GDPR) but some other countries may not necessarily have the same high standard of protection for your personal data. We do not transfer or store any personal data outside the EU.

### How Long We Keep Your Data

We only ever retain personal information for as long as is necessary and we have strict review and retention policies in place to meet these obligations. We will keep your data on our systems for as long as a relationship exists between us, plus up to two years, unless you ask us specifically to remove your details. We will review the information we hold once every two years and remove any that is no longer pertinent to an existing relationship unless legally required to retain it.

Where you have consented to us using your details for direct marketing, we will keep such data until you notify us otherwise and/or withdraw your consent.

### Lodging A Complaint

We process your personal information only in compliance with this privacy notice and in accordance with the relevant data protection laws. If, however you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how we have handled your information, you have the right to lodge a complaint with the supervisory authority.

Dean Storey (OWNER)

2 Birch leys, Hemel Hempstead, Hp2 7sa

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<https://www.londonathleticfc.com/>