



Privacy Notice

1. Introduction

At Exeter Starlites Limited ("We" or "Starlites") we are committed to protecting and respecting your privacy.

This notice and any other documents referred to therein sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

Any changes we may make to our privacy notice in the future will be posted on this page and, where appropriate, notified to you by post or e-mail.

We continually review and update this Privacy Notice to reflect changes in our services as well as to comply with changes in Data Protection Laws and Legislation. We would, therefore, encourage you to review this Notice on a regular basis.

2. Who are we?

Exeter Starlites are a Cheerleading Squad based in the South West of England.

Your point of contact for all matters relating to privacy and personal data in connection with us will be Exeter Starlites Ltd. Section 12 below provides information and details of who to contact if you have questions about this Privacy Notice or your personal data.

3. Who does this Privacy Notice apply to?

This notice relates to the collection and use of the personal data of individuals. It does not apply to information we collect or use in relation to companies or other organisations.

It is intended that this Privacy Notice covers:

- Existing, potential and previous members and those acting on their behalf
- Suppliers and contractors
- Members of Parliament and Members of the European Parliament
- Journalists
- Developers
- Motorists encountered by our staff
- Visitors to our sites (including in vehicles)
- Visitors to our website
- Individuals who make general enquires about our services
- Advisors to all of the above or other people providing assistance to them

4. How do we collect personal data?

We may collect your personal data from anything you have provided us with in our website www.exeterstarlites.co.uk or provided over the telephone, in a letter, e-mail or via social media like Twitter and Facebook. We may also access information about you that is already publicly available.

We also collect personal data given to us if we meet in person for example if you enquire about us at an event or competition or if you come to one of our sites.

5. What personal data do we process?

We may collect and process the following data about you:

- Identification and contact data: this would include your title, name and contact details such as your home address, email address and mobile telephone number.
- Payment information: this would include transaction records of payments made in connection with your Starlites membership.
- Personal information: this means information that would ensure we are placing the cheerleader in the correct age diversion and looking after their welfare. Such data would include dates of birth of your children and relevant medical information.
- Behavioural information: if there has been any vexatious or abusive behaviour made towards Exeter Starlites Ltd staff, contactors or members.
- Data received from and provided to law enforcement agencies: this means information to assist in the prevention, detection, apprehension and prosecution of criminal activity from agencies such as the Police, Department for Work and Pensions, HM Revenues and Customs (HMRC), UK Visas and Immigration and the Environment Agency
- Website tracking information: this means details of transactions you carry out through our website and details of your visits to our website.
- Survey information: this means information you provide as part of member surveys.

6. Why do we process your personal data (our lawful basis for processing)?

As a sports team, we process your data under **Legitimate Interest** as you need to be an Exeter Starlites team member to participate in the activities.

In order to carry out these activities, we need to keep reliable, accurate and up-to-date records of members.

In order to support the delivery of these services we need to process personal data for the following purposes:

- Managing enquiries
- Participation in the team including training, performing and competing.
- Receiving payment
- Internal training
- Responding to requests for information

7. Who will see your personal data?

Who sees or has access to your personal data within Exeter Starlites will depend on why we need to process it. For example:

- Our coaches and staff for any medical reasons they need to be aware of
- Our secretary and finance administrator for membership and fee payments
- Our Director for membership and fee payments
- Our coaches and staff for entering the cheerleaders in competitions
- Our coaches and staff for emergency contacts
- Competition organisers for entering into age divisions

8. Other things to be aware of

Exeter Starlites do not transfer personal data to third party processors located outside the European Economic Area ("EEA") or allow personal data to be accessed by processors outside the EEA.

All information you provide to us - whether on paper, verbally or electronically - is stored securely. Where we have given you (or where you have chosen) a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

Exeter Starlites Ltd. does NOT make choices based solely on automated decision-making or profiling.

On occasions we may wish to tell you about products or services we feel would be of benefit or interest to you. These products or services may be provided by us or carefully selected third parties. We would not provide your details to these third parties but may contact you on their behalf if we feel it is beneficial. We take the privacy of children very seriously. Any child's personal details you provide us for the use of participating in cheerleading will only be used for that purpose and with your consent.

We will ensure that personal data we hold is accurate and kept up to date. We will check the accuracy of any personal data at the point of collection and at regular intervals afterwards. We will take all reasonable steps to destroy or amend inaccurate or out-of-date data. We will not keep your personal data longer than is necessary. The law requirements determine the length of time information has to be kept.

9. How you can access and update your information

As a data subject, you have a number of rights in relation to your data under UK data protection law. For full information on your rights you can read the guidance from the Information Commissioner's Office at <https://ico.org.uk/>. A summary of these rights are below:

Individual Rights	What this means
Access	You can ask us to confirm whether we are processing your data and request a copy of that data in a commonly used, machine-readable format.
Rectification	You can ask that your personal data be corrected if you believe it is inaccurate or incomplete
Erasure	You can ask us to erase your personal data, if – It is no longer needed for the purposes for which it was collected You have withdrawn your consent (Where the data processing was based on Consent)
Restriction	You can ask us to restrict your personal data (keep but not use).
Objection	You can object to any processing of your personal data for specific purposes, such as marketing.

If you would like to exercise any of these rights, please contact us using the contact details in section 12 below.

10. Links to other websites

Our website may contain links to other websites run by other organisations.

This privacy notice applies only to our website, so we encourage you to read the privacy statements on the other websites you visit.

We cannot be responsible for the privacy policies and practices of other sites even if you access those using links from our website. In addition, if you linked to our website from a third party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the notice of that third party site.

11. Who can I contact about my personal data?

Exeter Starlites details for data protection purposes are:

Exeter Starlites Limited, Company Number 09501440, of 1 Silver Lane, Rockbeare, EX5 2LP. Our nominated representative for the purpose of the Regulation is the Director of Exeter Starlites Ltd.

Should you need to contact us to discuss the handling of your personal data or to submit a request to exercise one of your Data Protection Rights, please contact us -

Telephone - 07808725852

Email – exeterstarlites@hotmail.co.uk

Or write to – 1 Silver Lane, Rockbeare, Devon, EX5 2LP

12. How can I contact the Information Commissioner's Office?

Whilst we hope that we can address any questions or concerns you might have, should you need to contact the Information Commissioner's Office you can do so using one of the following methods:

Post: Information Commissioner's Office, Wycliff House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113 or 01625 545 745

Website: www.ico.org.uk