



## **CUSTOMERS DATA PRIVACY NOTICE**

### **What information is being collected?**

The information we are collecting includes:

- Name
- Address including postcode
- Email
- Phone number (if provided)
- Product being bought.

### **Who is collecting it?**

AFC Unity are collecting and processing this information when orders are made via PayPal, in person or by bank transfer.

Teemill are collecting and processing this information when orders are made via Teemill.

### **How is it collected?**

This data is collected electronically, with customers purchasing AFC Unity merchandise online via PayPal, enabling us to post the merchandise to the customers. Merchandise can also be purchased electronically by bank transfer.

Merchandise can also be purchased in person, paying in cash or via iZettle.

If customers purchase merchandise via Teemill, we do not collect or process any data other than a record of products sold with this not providing any information regarding the customer who purchased the product (other than the customer's first name, which we do not record). Teemill process the order, including sending out the product to the customer.

## **How will it be used?**

We collect and process this data for several reasons, including:

Purpose	Personal information used	Lawful basis
To send customers' products.	<ul style="list-style-type: none"><li>• Name</li><li>• Email</li><li>• Address including postcode</li><li>• Product being bought.</li></ul>	Processing is necessary for the performance of a contract to which the data subject is party, with the data collected needed for AFC Unity to process the delivery of product(s) ordered by the customer.
To be able to keep receipts and invoices for our accounts.	<ul style="list-style-type: none"><li>• Name</li><li>• Address including postcode</li><li>• Email</li><li>• Phone number (if provided)</li><li>• Product being bought.</li></ul>	Processing is necessary for compliance with a legal obligation to which the controller is subject, with this relating to the legal obligations AFC Unity have in ensuring they adhere to Company Law, specifically the Companies Act 2006.
To communicate with customers if there are any problems/issues with their order.	<ul style="list-style-type: none"><li>• Name</li><li>• Address including postcode</li><li>• Email</li><li>• Product being bought.</li></ul>	Processing is necessary for the performance of a contract to which the data subject is party, with the data collected needed for AFC Unity to process the delivery of product(s) ordered by the customer.

For some of your personal information you will have a legal requirement or obligation for you to provide us with your personal information. If you do not provide us with the requested personal information we may not be able to process your request as a customer or we may not be able to comply with legal obligations and we may have to terminate the purchase.

## **Who will it be shared with?**

AFC Unity may share the data with the following groups/people/organisations:

- AFC Unity's Board of Directors
- Funders of AFC Unity
- Accountants

Any data regarding AFC Unity product sales will be shared in a way where data subjects are unidentifiable and anonymised, except where data subjects information are included on receipts and invoices accessed by accountants.

### **Data Controller**

The data controller is AFC Unity.

Address of data controller: AFC Unity, The Circle, 33 Rockingham Lane, Sheffield, S1 4FW  
Email: [afcunity@gmail.com](mailto:afcunity@gmail.com)

Key contact from AFC Unity to talk to regarding data protection matters is Jane Watkinson, Secretary and Director, [janeWatkinson@afcunity.org](mailto:janeWatkinson@afcunity.org)

Other key contacts:

Jay Baker, Head Coach, Chair and Director, [jaybaker@afcunity.org](mailto:jaybaker@afcunity.org)  
Sophie Smith, Welfare Officer and Director, [sophiesmith@afcunity.org](mailto:sophiesmith@afcunity.org)  
Jaimee Reeve, Treasurer and Director, [jaimereeve@afcunity.org](mailto:jaimereeve@afcunity.org)

### **Retention Period**

We will keep receipts and invoices for our accounts, which we need to maintain a record of legally, for 7 years. This will include storing data on our electronic accounting system, Quickbooks, as well as having paper copies.

Any data regarding AFC Unity product sales will be shared in a way where data subjects are unidentifiable and anonymised, except where data subjects information are included on receipts and invoices accessed by accountants.

### **Data Subjects Rights**

The GDPR provides the following rights for individuals:

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making and profiling.

For more, see here: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

### **Changes to This Notice**

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant

changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.