

REAL FC LTD PRIVACY POLICY

The Real FC website is maintained for your personal use and viewing. Access and use by you of this site constitutes acceptance by you of these Terms and Conditions that take effect from the first date of use. Real FC Ltd reserves the right to change these terms and conditions at any time by posting changes online.

PRIVACY STATEMENT

If you are a user with general public and anonymous access the Real FC website does not store or capture personal information, but merely logs the user's IP address that is automatically recognised by the web server. We do not use cookies for collecting user information and we will not collect any information about you except that required for system administration of our web server.

DATA PROTECTION

Real FC Ltd is a privacy conscious organisation and is strongly committed to your right to privacy. That is why we have drafted a Privacy and Data Protection Statement, which follows guidelines set out in the General Data Protection Regulation 2018.

THE GENERAL DATA PROTECTION REGULATION 2018

The General Data Protection Regulation 2018 set rules for processing personal information and applies to structured paper records as well as data held on computers. With the Freedom of Information Act 2000, which came into force on 1 January 2005, the provisions of the General Data Protection Regulation 2018 will apply to all records, including those structured other than by reference to the data subject, and completely unstructured files.

REAL FC'S USE AND STORAGE OF DATA

The Data Protection Act states that those who record and process personal information must be open about how the information is used and must follow the eight principles of 'good information handling'.

These principles state that data must be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Not kept for longer than is necessary
- Processed in line with your rights
- Secure, and
- Personal data will not be transferred outside the European Economic Area unless that country provides a adequate level of protection
- By law, data controllers, including Real FC, have to keep to these principles.

If you believe that Real FC is not processing your personal data in accordance with these principles, please contact Real FC's Managing Director, at info@realfc.co.uk

HOW DOES REAL FC COLLECT DATA?

There are several means by which Real FC collects personally identifiable data, for example:

- Through a recruitment application form

- Acceptance for inclusion on a mailing list or database
- For research, surveys or monitoring purposes
- By entering into email or telephone correspondence with an employee of Real FC
- Through obtaining information for HR records

All personally identifiable information provided to Real FC is processed in accordance with the principles of the General Data Protection Regulation 2018. We are not required to register with the Information Commissioner's Office however we adhere to the principles of the General Data Protection Regulations and understand best practice for managing information.

IS INFORMATION PASSED TO THIRD PARTIES?

Real FC will not share your information to any third parties unless already seeking permission from you. It is Real FC's policy to disclose information to third parties only if explicitly required to do so by United Kingdom Law or where your consent has been obtained. Real FC does not collect or compile personally identifying information for dissemination or sale to external parties for marketing purposes or host mailings on behalf of third parties.

YOUR RIGHTS

Under the GDPR, you have various rights with respect to our use of your personal data:

Right to Access

You have the right to request a copy of the personal data that we hold about you by contacting us at the email or postal address given below. Please include with your request information that will enable us to verify your identity. We will respond within 1 month of request. Please note that there are exceptions to this right. We may be unable to make all information available to you if, for example, making the information available to you would reveal personal data about another person, if we are legally prevented from disclosing such information, or if there is no basis for your request, or if it is excessive.

Right to rectification

We aim to keep your personal data accurate and complete. We encourage you to contact us using the contact details provided below to let us know if any of your personal data is not accurate or changes, so that we can keep your personal data up-to-date.

Right to erasure

You have the right to request the deletion of your personal data where, for example, the personal data are no longer necessary for the purposes for which they were collected, where you withdraw your consent to processing, where there is no overriding legitimate interest for us to continue to process your personal data, or your personal data has been unlawfully processed. If you would like to request that your personal data is erased, please contact us using the contact details provided below.

Right to object

In certain circumstances, you have the right to object to the processing of your personal data where, for example, your personal data is being processed on the basis of legitimate interests and there is no overriding legitimate interest for us to continue to process your personal data, or if your data is being processed for direct marketing purposes. If you would like to object to the processing of your personal data, please contact us using the contact details provided below.

Right to restrict processing

In certain circumstances, you have the right to request that we restrict the further processing of your personal data. This right arises where, for example, you have queried the accuracy of the personal data we hold about you and we are verifying the information, you have objected to processing based on legitimate interests and we are considering whether there are any overriding legitimate interests, or the processing is unlawful and you elect that processing is restricted rather than deleted. Please contact us using the contact details provided below.

Right to data portability

In certain circumstances, you have the right to request that some of your personal data is provided to you, or to another data controller, in a commonly used, machine-readable format. This right arises where you have provided your personal data to us, the processing is based on consent or the performance of a contract, and processing is carried out by automated means. If you would like to request make such request, please contact us using the contact details provided below.

If you would like any further information about anything on this page, please contact:

Managing Director - T: 07970 634324 E: info@realfc.co.uk