Arsenal FANSHARE Society Limited

* 1. General Statement of Intent

The Arsenal Fanshare Society Limited (“**AFS**”) takes the privacy of its members very seriously. This policy relates to all personal data requested, stored and used by the AFS in the pursuance of its activities. The AFS takes reasonable care of all personal information and ensures that it is kept secure and prevents any unauthorised access or unlawful use of it. All information is processed in accordance with the applicable UK data protection legislation and the General Data Protection Regulation (“**GDPR**”).

* 1. Collection of Personal Information

The AFS has required members to provide information at the point of application to become a member of the AFS. The information is that necessary to maintain the AFS membership records includes the member’s name, address, e-mail address (in some cases) and telephone number. Payment details were also obtained.

* 1. Storage of Personal Information

The AFS stores information electronically and in some cases in paper format. All electronic data is held in a secure manner. Access to this data is strictly controlled by the Chairman or the Treasurer. If there are any paper copies of any members’ details those copies are held at the registered office of the AFS.

* 1. Use of Personal Information

The AFS will use personal information for the purposes of running the AFS. It is also used for the purpose of verifying a member’s identity, responding to enquiries, and sending information to members in relation to the AFS’s purpose.

The AFS’s website may contain links to other sites but please be aware that the AFS is not responsible for the privacy practice of these sites and users should be aware when they leave the website of the AFS that they need to read the privacy statements applicable on the other sites they are linked to, such as the Arsenal Supporters’ Trust.

* 1. Third Parties

The AFS does not share personal data with third parties other than the Arsenal Supporters’ Trust and as at 8 May 2018 has no intention of changing this policy. The AFS does not have commercial partners, but it linked to the Arsenal Supporters’ Trust.

* 1. opt out

If you wish to opt out of receiving information you may e-mail [enquiries@arsenalfanshare.com](mailto:enquiries@arsenalfanshare.com) but please note if you do opt out of receiving information we will be unable to keep you informed of any matters affecting the AFS. The AFS will still be entitled to maintain and store personal information for the purpose of maintaining the membership records of the AFS and sending out statutory membership mailings, such as notice of Annual General Meetings and the accounts of the AFS.

* 1. Updating of Personal Information AND Circumstance

In the event that there is a change to a member’s contact personal information please inform the AFS by email at [enquiries@arsenalfanshare.com](mailto:enquiries@arsenalfanshare.com).

* 1. Access to Member’s Personal Information

Members have the right to access the information that the AFS holds about them. In order to do this a written application should be made to the Chairman at the AFS's registered address of 19 Copper Ridge, Chalfont St Peter, Gerrards Cross, Buckinghamshire SL9 0NF or by e-mail to [enquiries@arsenalfanshare.com](mailto:enquiries@arsenalfanshare.com). Such information will be provided within 30 days.

* 1. Disposal of Personal Information

Data will be disposed of securely and permanently as required subject to complying with HMRC rules and regulations and all other statutory obligations. The AFS will maintain membership records as it has an obligation to do so as a Registered Society.

* 1. Data Retention

Data provided to the AFS for members is kept for the maximum period of time required to comply with the rules, regulations and statutes referred to above. Any member leaving the AFS may inform the Chairman by e-mailing [enquiries@arsenalfanshare.com](mailto:enquiries@arsenalfanshare.com) and may request that the AFS securely deletes data it is not required to retain by the above-mentioned rules, regulations and statutes.

* 1. Cookies

We use cookies in order to ensure the AFS website functions properly and to improve your user experience. More details on this can be read in our separate Cookies policy **available here**.

* 1. Changes to this Privacy Policy

The AFS meets the highest standards and its policies are constantly under review. From time to time the AFS may change its security and privacy policies. Accordingly, we recommend that you check this page periodically in order to review our current policies.