



Privacy Notice

Who We Are

The **Magic Club** gather and process your personal information in accordance with this privacy notice and in compliance with the 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 **Magic Club's** registered office is at Rear 1, Sherbourne Road, Blackpool, FY1 2PW and we are registered on the Register of Charities; registered charity number 1178232, and act as the data controller when processing your data. Our designated Data Protection Officer/Appointed Person is Mike Roberts-Hodgson, who can be contacted at Rear 1, Sherbourne Road, Blackpool, FY1 2PW.

Information That We Collect

The **Magic Club** processes 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 from is: -

- Name
- Date of Birth
- Home Address
- Personal Email
- Business Email
- Home Telephone Number
- Mobile Telephone Number
- Special Category Data (*i.e. health/medical information, details about religion, sexuality etc.*)

We collect information in the below ways: -

Membership form, Volunteer paperwork, Supporter details, Donor details.

How We Use Your Personal Data

The **Magic Club** 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 only retain your data 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 and in our interests. Such information will be non-intrusive and is processed on the grounds of legitimate interests*
- *We have a legal obligation to share your personal data with any credit reference agency*
- *To provide us with financial background checks prior to you commencing employment with us*



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Your Rights

You have the right to access any personal information that the Magic Club processes about you and to request information about: -

- What personal data we hold about you
- The purposes of the processing
- The categories of personal data concerned
- The recipients to whom the personal data has/will be disclosed
- How long we intend to store your personal data for
- If we did not collect the data directly from you, information about the source

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; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing (*where applicable*) in accordance with the data protection laws; as well as to object to any direct marketing from us. Where applicable, you have the right to data portability of your information and the right to be informed about any automated decision-making we may use.

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; however, all processors acting on our behalf only process your data in accordance with instructions from us and comply fully with this privacy notice, the data protection laws and any other appropriate confidentiality and security measures.

Safeguarding Measures

The **Magic Club** takes your privacy seriously and takes every reasonable measure and precaution to protect and secure your personal data and we work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction.

How Long We Keep Your Data

The **Magic Club** only ever retains personal information for as long as is necessary and we have strict review and retention policies in place to meet these obligations. We are required under UK tax law to keep your basic personal data (*name, address, contact details*) for a minimum of 6 years after which time it will be destroyed.

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.



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Special Categories Data

Owing to the services that we offer, the **Magic Club** sometimes needs to process sensitive personal information (*known as special category data*) about you, to EPS (Effective Pedagogy Solutions) or Donors. Where we collect such information, we will only request and process the minimum necessary and in accordance of EU GDPR Article 9 (2) for the specified purpose and identify a compliant legal basis for doing so.

Legitimate Interests

The **Magic Club** will occasionally send you services/promotions by email/SMS/post that have been identified as being beneficial to you and in our interests. Such information will be relevant to you and is non-intrusive and you will always have the option to opt-out/unsubscribe at any time.

If you would prefer **not** to receive above-mentioned marketing and offers, please tick below: -

I wish to opt-out of marketing

Lodging A Complaint

The **Magic Club** only processes your personal information 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.

Magic Club
Mike Roberts-Hodgson
Rear 1, Sherbourne Road, Blackpool, FY1 2PW

Consent

In accordance with EU GDPR Article 6 (f) any processing of data is necessary for the purposes of legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.