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PRIVACY NOTICE FOR SUPPLIERS

Spartans Community Football Academy is a social enterprise and registered charity (Charity Number SC037598, Company Number SC306958).

Our registered address is:
Ainslie Park
94 Pilton Drive
Edinburgh
EH5 2HF

Spartans Community Football Academy will be a “controller” of the personal information that you provide to us.

When we enter into a contract with your company we may collect the following information about your company’s employees:

- Their name, role, business address and contact details, including email address and telephone number.

Why we need this information: contractual purposes

We need this information to maintain an accurate audit trail, fulfil any contractual obligations and to maintain contact over the course of our business relationship.

Other uses of your personal information

We may ask you if we can process personal information for additional purposes. Where we do so, we will provide you with an additional privacy notice with information on how we will use your information for these additional purposes.

Who we share your personal information with

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children



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We may also share personal information with our professional and legal advisors for the purposes of taking advice.

In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

How we protect your personal information

Your personal information is stored on our electronic filing system and our server based in the UK, and is accessed by our staff for the purposes set out above. It may also be stored in paper form in a secure location at The Spartans Community Football Academy.

How long we keep your personal information

We will only keep personal information for as long as necessary to fulfill any contractual responsibilities.

Our data protection policy

We have a data protection policy that sets out the periods for retaining and reviewing all information that we hold. This sets out different data retention periods. You can request a copy by contacting us at info@spartanscfa.com

Your rights

You can exercise any of the following rights by writing to us at info@spartanscfa.com

Your rights in relation to your personal information are:

- You have a right to request access to the personal information that we hold about you by making a “subject access request”;
- If you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;



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- You have a right to request that we restrict the processing of your personal information for specific purposes; and
- If you wish us to delete your personal information, you may request that we do so.

Any requests received by the Spartans Community Football Academy will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at <http://www.ico.org.uk>