

Privacy Policy

Last updated: [Insert date]

1. Introduction

Sponsor Share is a web-based tool that helps clubs, event organisers and participants create sponsor-ready social media captions for events.

This Privacy Policy explains how Sponsor Share collects, uses, stores and protects personal information when you use the Sponsor Share website, admin dashboard, public event pages and related services.

By using Sponsor Share, you agree to this Privacy Policy.

2. Who this policy applies to

This policy applies to:

- club and event organisers who use the admin dashboard;
- sponsors whose names, handles or page links are added to events;
- competitors, parents, coaches, spectators and other users who use public event share pages;
- visitors who access the Sponsor Share website.

3. Information we may collect

Depending on how you use Sponsor Share, we may collect or process the following information:

Admin and organiser information

- name;
- email address;
- login details;
- organisation or club name;
- event details created in the admin dashboard;
- sponsor names, social media handles and page links added by an organiser;
- QR code and public event page information.

Public share-page information

On public event pages, users may enter:

- a name;
- a social media handle;
- an optional photo or image selected by the user for sharing.

The name or handle entered on a public event page is used to generate a caption. Sponsor Share should not require public users to create an account.

Where image-sharing features are available, selected images are used to assist with the user's own sharing process. Unless the app clearly states otherwise, Sponsor Share does not intend to permanently store photos uploaded or selected by public users.

Technical information

We may process limited technical information, such as:

- IP address;
- browser type;
- device information;
- basic usage logs;
- date and time of access;
- pages visited;
- errors or security logs.

This information may be processed by our hosting, database, security or analytics service providers.

4. Why we process information

We process personal information to:

- provide and operate the Sponsor Share service;
- allow organisers to create and manage events;
- generate public event share pages and QR codes;
- generate sponsor-ready captions;
- protect the security and reliability of the platform;
- provide support to organisers;
- improve the service;
- comply with legal obligations.

5. Children and event photos

Sponsor Share may be used at events where children are present.

Users must only upload, select, share or post photos, videos, names or handles where they have the necessary permission to do so. This is especially important where children, riders, spectators or other identifiable people are included.

Sponsor Share does not control what users choose to post on Facebook, Instagram or other social media platforms. Posts shared from a user's own social media account remain that user's responsibility.

6. Sharing information with third parties

We may share or process information through trusted service providers that help us operate Sponsor Share, such as:

- website hosting providers;
- database providers;
- authentication providers;

- email or support tools;
- security and monitoring tools.

We do not sell personal information.

Sponsor Share may provide buttons or links that open Facebook, Instagram or other third-party platforms. Those platforms are separate from Sponsor Share and have their own privacy policies, terms and account settings.

7. International transfers

Some of our service providers may store or process information outside South Africa. Where this happens, we take reasonable steps to ensure that personal information is handled lawfully and with appropriate safeguards.

8. Security

We take reasonable technical and organisational steps to protect personal information against loss, misuse, unauthorised access, disclosure, alteration or destruction.

No online service can guarantee absolute security. Users and organisers are responsible for keeping their own login details secure.

9. Retention

We keep personal information only for as long as reasonably necessary for the purposes described in this policy, unless a longer period is required by law or needed for legitimate operational, security or record-keeping purposes.

Organisers may request deletion or correction of organisation, event or sponsor information, subject to any legal or operational requirements.

10. Your rights

Subject to applicable law, you may have the right to:

- ask what personal information we hold about you;
- request correction of inaccurate information;
- request deletion of personal information where appropriate;
- object to certain processing;
- withdraw consent where processing is based on consent;
- lodge a complaint with the relevant information regulator or authority.

11. Cookies and similar technologies

Sponsor Share may use cookies or similar technologies to support login sessions, security, site functionality and performance.

If analytics are added in future, this policy should be updated to explain what is collected and how users can manage their preferences.

12. Accuracy of sponsor and event information

Sponsor names, social media handles, page links and event details are usually entered by the relevant organiser. Organisers are responsible for ensuring this information is accurate and that they have permission to publish it.

13. Changes to this policy

We may update this Privacy Policy from time to time. The updated version will be published on the Sponsor Share website with a revised "Last updated" date.

14. Contact

For privacy questions or requests, contact:

Sponsor Share

Email: [Insert contact email]

Website: [Insert website URL]