

DATA PRIVACY POLICY

1. About this Policy

- 1.1 This policy explains when and why we collect personal information about our members, how we use it and how we keep it secure and your rights in relation to it.
- 1.2 We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.
- 1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website [<http://www.otrcricket.co.uk>] or our Club noticeboard regularly for any amendments (but amendments will not be made retrospectively).
- 1.4 We will always comply with the General Data Protection Regulation (**GDPR**) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

2. Who are we?

- 2.1 We are Old Tauntonians and Romsey Cricket Club. We can be contacted at: Mr. A.H. Forward (Secretary), Birchlands, Crawley Hill, West Wellow, Romsey SO516AP. email: secretary@otrcricket.co.uk phone: 01794 322350

3. What information we collect and why.

Type of information	Purposes	Legal basis of processing
Member's name, address, telephone numbers, e-mail address(es).	Managing the Member's membership of the Club. Managing the training and match organisation with players and game officials.	Performing the Club's contract with the Member. For the purposes of our legitimate interests in operating the Club.
The names, ages, school year of junior/colts club members aged under 18, provided by the Parent/Guardian and any medical information considered by the	Managing the membership of the Club. Managing membership categories which are age-related such as Colts teams. Ensuring match officials are aware of	Performing the Club's contract with the Member. Protecting the Member's vital interests

Parent or Guardian to be relevant for consideration during the games.	any players' medical information, considered to be relevant by the Parent or Guardian.	
Contact details for person holding parental responsibilities for players aged under 18	First point of contact for all club communications, including match arrangements. Contact in event of emergency	Protecting the Member's vital interests and those of their dependants
Emergency contact details	Contacting next of kin in the event of emergency	Protecting the Member's vital interests and those of their dependants
Gender	Provision of adequate facilities for members.	For the purposes of our legitimate interests in making sure that we can provide sufficient and suitable facilities (including changing rooms and toilets) for each gender.

Members names and match performance information	Managing performance. Sharing match results and individual performance with Cricketing Boards and other clubs and providing results to local and national media.	For the purposes of our legitimate interests in promoting the Club. For the purposes of our legitimate interests in operating the Club
Photos and videos of Members	Putting on the Club's website and social media pages and using in press releases.	Consent. We will seek the Member's consent on their membership application form and the Member may withdraw their consent at any time by contacting us by e-mail or letter.

Coach's names, addresses, email addresses, phone numbers and relevant qualifications and/or experience.	Managing instruction at the Club.	For the purposes of our legitimate interests in ensuring that we can contact those offering coaching and provide details of coach's to members.
Name, e-mail address and telephone number of each Club Officer	Information published on Club's website, in Club's newsletter and other publications.	For the purposes of our legitimate interests in operating and promoting the Club
Name, e-mail address and telephone number of each Club committee member	Information published on Club's website, in Club's newsletters and other publications.	For the purposes of our legitimate interests in operating and promoting the Club
Names, addresses, email addresses, phone numbers and relevant up to date records of club members working with juniors/colts .	Ensure qualifications and record checks required when working with juniors are in place, valid and current.	Protecting the Member's vital interests

4. How we protect your personal data

- 4.1 We will be careful to protect your personal data from loss or misuse.
- 4.2 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- 4.3 For any payments which we take from you online we will use a recognised online secure payment system.
- 4.4 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

5. Who else has access to the information you provide us?

- 5.1 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold).

5.2 We may share information with the England and Wales Cricket Board and the relevant County Boards in relation to the Club, to administer the ECB Clubmark scheme. In some cases this may require the England and Wales Cricket Board to disclose the Information to County Boards, Leagues and to other cricketing or sporting organisations. In the event of a medical issue or child protection issue arising, the Club may disclose certain information to doctors or other medical specialists and/or to police, children's social care, the Courts and/or probation officers and potentially to legal and other advisers involved in an investigation.

6. How long do we keep your information?

6.1 We will hold your personal data on our systems for as long as you are a member of the Club and for as long afterwards as it is in the Clubs' legitimate interest to do so. We will review your personal data every year to establish whether we are still entitled to retain it. If we decide that we are not entitled to do so, we will delete it.

7. Your rights

7.1 You have rights under the GDPR:

to access your personal data;

to be provided with information about how your personal data is processed;

to have your personal data corrected;

to have your personal data erased in certain circumstances;

to object to or restrict how your personal data is processed;

to have your personal data transferred to yourself or to another business in certain circumstances.

You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

0303 123 1113.

Information Commissioner's Office
Wycliffe House