



ILLINGWORTH St.MARY'S CRICKET CLUB

PRIVACY NOTICE FOR OUR MEMBERS

We are committed to respecting your privacy. This notice is to explain how we may use personal information we collect before, during and after your membership with us. This notice applies to you if you have registered to become or are a member of our club. This notice explains how we comply with the law on data protection, what your rights are and for the purposes of data protection we will be the controller of any of your personal information.

References to **we**, **our** or **us** in this privacy notice are to the Illingworth St.Mary's Cricket Club.

Summary

ILLINGWORTH St.MARY'S CRICKET CLUB Membership Form Privacy Notice (Summary Statement)

Under new laws which took effect from May 2018, **Illingworth St.Mary's Cricket Club** needs to provide you with certain details concerning how your personal data will be used and protected.

Illingworth St.Mary's Cricket Club takes the protection of the data we hold about you as a member seriously and are committed to respecting your privacy. This notice is to explain how we may use personal information we collect and how we comply with the law on data protection, what your rights are.

Name of data controller	ILLINGWORTH St.MARY'S CRICKET CLUB - Data Protection Officer (DPO)
Categories of personal data we collect	<ul style="list-style-type: none">• Name, date of birth and ethnicity• Contact details• Emergency contact details• Medical / specific requirements information• Disability information• Video / Photography agreement• Code of Conduct Agreement• Sporting experience information• Participation Agreement
Our sources of the personal data	We obtain personal data from: <ul style="list-style-type: none">• The individual registering to join the club• Club coaches and junior co-ordinator• Club events• Play-Cricket database• Disclosure and Barring Service• Medical practitioners
Automated decisions we may take	None
Purposes for which we process personal data	The club will process the personal data for: <ul style="list-style-type: none">• Administering bookings and attendance at sessions• Dealing with medical needs / specific requirements• Supporting the delivery of cricket sessions• For training and competition entry• Social and fund raising• Reporting of participation and any incidents and of figures and trends (including equality and inclusion information)• For quality and improvement monitoring
Who we will disclose your personal data to	<ul style="list-style-type: none">• Halifax Cricket League• Halifax Junior Cricket League• Calderdale Cricket Development Group• The England & Wales Cricket Board• Yorkshire County Cricket Board• ECB Cricket Association

	<ul style="list-style-type: none"> • The Cricket Foundation • Coaches and other volunteers for administrating training / playing sessions • Volunteers who work at cricket club / venues to support the delivery of events.
Legal basis for processing your personal data	<p>The legal basis for the collection and processing of your personal data is:</p> <ul style="list-style-type: none"> • for administration and Club programme delivery: that it is necessary to fulfil the contract that you are going to enter into or have entered into with us • for dealing with medical needs: that you have given your explicit consent or in your vital interests. • in all other cases: that it is necessary for our legitimate interests which are to build a programme to encourage participation in cricket and Club functions and does not prejudice or harm your rights and freedoms.
Your right to withdraw consent	Where you have given your consent to any processing of personal data, you have the right to withdraw that consent at any time. If you do, it will not affect the lawfulness of any processing for which we had consent prior to your withdrawing it.
Location of your personal data	The Club will keep your personal data within the European Economic Area.
How long we will keep your personal data for	<p>We will not retain your personal data for longer than is reasonable and necessary for the purposes for which it was collected. We shall retain your personal data for such time as you are registered with Illingworth St.Mary's Cricket Club as a member.</p> <p>1 year after you cease to be a member of Illingworth St.Mary's Cricket Club or play an active part in Illingworth St.Mary's Cricket Club , we shall delete your data.</p>
Your rights in respect of your personal data	You have the right of access to your personal data and, in some cases, to require us to restrict, erase or rectify it or to object to our processing it, and the right of data portability.
Our contact details	<p>Mail: Illingworth St.Mary's Cricket Club, Alloe Field View, Illingworth, Halifax</p> <p>Website: www.illingworthccc.co.uk</p> <p>DPO Email: Dorian.Brooksby@sky.com Phone: 07801071167</p> <p>Child Welfare Officers: Dorian.Brooksby Phone: 07801071167</p> <p>Callum Cook Phone: 07498358164</p> <p>Alex Gledhill Phone: 07728328296</p>
Complaints	If you have any concerns or complaints about how we are handling your data please do not hesitate to get in touch with the named person at the club. You can also contact the Information Commissioner's Office.

We have appointed a Data Protection Officer to oversee our compliance with data protection laws and has overall responsibility for data protection compliance in our organisation. Contact details are set out in the "Contacting us" section at the end of this privacy notice.

1. PERSONAL INFORMATION WE MAY COLLECT FROM YOU

Depending on the type of membership you register for with us, you may initially provide us with or we may obtain **personal information** about you, such as information regarding your:

- personal contact details that allows us to contact you directly such as name, title, email addresses, postal address and telephone numbers;
- date of birth;
- gender;
- membership start and end date;
- references and other information included in a CV or cover letter or as part of the application process for membership;
- records of your interactions with us such as telephone conversations, emails and other correspondence and your instructions to us;
- any credit/debit card and other payment details you provide so that we can receive payments from you and details of the financial transactions with you;
- use of and movements through our online portal, passwords, personal identification numbers, IP addresses, user names and other IT system identifying information;
- records of your attendance at any events hosted by us;
- CCTV footage and other information obtained through electronic means,
- images in video and/or photographic form and voice recordings;
- your publicity preferences so that we know whether and how we should contact you.
- identification documents such as passport and identity cards;

- details of next of kin, family members, coaches and emergency contacts;
- records and assessment of any player rankings, grading or ratings, competition results, details regarding [events / matches / games] attended and performances (including that generated through player pathway programme);
- any disciplinary and grievance information;

2. SPECIAL CATEGORIES OF PERSONAL INFORMATION

We may also collect, store and use the following “special categories” of more sensitive personal information regarding you:

- information about your race or ethnicity, religious beliefs and sexual orientation – to contribute towards summative statistical returns to County Boards, National Governing Body and grant applications;
- information about your health, including any medical condition, health and sickness records, medical records and health professional information; and
- biometric information about you, for example fingerprints, retina scans.
- We may not collect all of the above types of special category personal information about you. In relation to the special category personal data that we do process we do so on the basis that
- to contribute to health and safety risk assessments;
- the processing is necessary for reasons of substantial public interest, on a lawful basis;
- to contribute towards summative statistical returns to County Boards, National Governing Body and grant applications;
- it is necessary for the establishment, exercise or defence of legal claims;
- it is necessary for the purposes of carrying out the obligations and exercising our or your rights in the field of employment and social security and social protection law; or
- based on your explicit consent.

In the table below’ we refer to these as the “special category reasons for processing of your personal data”. We may also collect / be made aware of criminal records information about you through Data abs Barring Service (DBS) Checks. For criminal records history we process it on the basis of legal obligations or based on your explicit consent.

3. WHERE WE COLLECT YOUR INFORMATION

We typically collect personal information about our members:

- During a Secure Online Annual Membership Profile Review and Update requests and / or as necessary throughout the year; and / or
- when you apply to become a member of the club via a written Junior or Club Application Form,
- you register an online account with us on the Club Website, Illingworthcc.co.uk,
- when you purchase any services or products we offer e.g.
 - when you directly take part in an organised event such as
 - Friday Night Project,
 - Summer School etc.,
 - Other sporting or social event
- a) when you make a query and / or complaint or when you correspond with us by phone, e-mail or in some other way.
- b) We also may collect personal information about you from any third party references you provide as part of the application process for membership.
- c) If you are providing us with details of referees, next of kin, beneficiaries, family members and emergency contacts they have a right to know and to be aware of how what personal information we hold about them, how we collect it and how we use and may share that information. Please share this privacy notice with those of them whom you feel are sufficiently mature to understand it. They also have the same rights as set out in the “**Your rights in relation to personal information**” section below.

4. USES MADE OF THE INFORMATION

The table below describes the main purposes for which we process your personal information, the categories of your information involved and our lawful basis for being able to do this.

Purpose	Personal information used	Lawful basis
To administer any membership you have with us and managing our relationship with you, including dealing with payments and any support, service or product enquiries made by you	All contact and membership details, transaction and payment information, records of your interactions with us, and publicity preferences.	This is necessary to enable us to properly manage and administer your membership contract with us.
To arrange and manage any contracts for the provision of any services or products	Contact details, transaction and payment information. Records of your interactions with us.	This is necessary to enable us to properly administer and perform any contract for the provision of any services and products you have purchased from us.
Purpose	Personal information used	Lawful basis
To send you information which is included within your membership package, e.g. including details about advanced ticket information, competitions and social and fund raising events.	Contact and membership details.	This is necessary to enable us to properly manage and administer your membership contract with us.
To send you other information we think you might find useful, including our newsletters, information about membership, events, products and information about our commercial partners	Contact details and publicity preferences where you have given us your explicit consent to do so.	Where you have given us your explicit consent to do so. [NB. Need for consent for any direct publicity that is not included as part of any membership package.]
To answer your queries or complaints	Contact details and records of your interactions with us	We have a legitimate interest to provide complaint handling services to you in case there are any issues with your membership.
Retention of records	All the personal information we collect.	We have a legitimate interest in retaining records whilst they may be required in relation to complaints or claims. We need to retain records in order to properly administer and manage your membership and run our club and in some cases we may have legal or regulatory obligations to retain records. We process special category personal data on the basis of the "special category reasons for processing of your personal data" referred to in section 2 above. For criminal records history we process it on the basis of legal obligations or based on your explicit consent via DBS checks.
The security of our IT systems	Your usage of our IT systems and online portals.	We have a legitimate interest to ensure that our IT systems are secure.
To conduct data analytics studies to better understand event attendance and trends within the sport	Records of your attendance at any events or competitions hosted by us.	We have a legitimate interest in doing so to ensure that our membership is targeted and relevant.
For the purposes of promoting the club, our events and membership packages.	Images in video and/or photographic form.	Where you have given us your explicit consent to do so via consent on the Annual Club Members Profile and / or Junior or Senior Club membership Forms
To comply with health and safety requirements and support members where need arises.	Records of attendance, CCTV footage and other information obtained through electronic means, medical information about your health	We have a legal obligation and a legitimate interest to provide you and other members of our organisation with a safe environment in which to participate in and spectate at sports and social events. We process special category personal data on the basis of the "special category reasons for processing of your personal data" referred to in section 2 above
To administer your attendance at any courses or programmes you sign up to	All contact and membership details, transaction and payment data. Details of any county membership and performance data.	This is necessary to enable us to register you on to and properly manage and administer your attendance on the course and / or programme(s).

To arrange for any trip or transportation to and from an event	Identification documents details of next of kin, family members and emergency contacts, transaction and payment information, health and medical information.	This is necessary to enable us to make the necessary arrangements for the trip and/or transportation to an event. We process special category personal data on the basis of the "special category reasons for processing of your personal data" referred to in section 2 above
To use information about your physical or mental health (including any injuries) or disability status, to ensure your health and safety and to assess your fitness to participate in any events or activities we host and to provide appropriate adjustments to our sports facilities.	Health and medical information	We process special category personal data on the basis of the "special category reasons for processing of your personal data" referred to in section 2 above.

Purpose	Personal information used	Lawful basis
To gather evidence for possible grievance or disciplinary hearings	All the personal information we collect	We have a legitimate interest in doing so to provide a safe and fair environment for all members and to ensure the effective management of any disciplinary hearings, appeals and adjudications. We process special category personal data on the basis of the "special category reasons for processing of your personal data" referred to in section 2 above. For criminal records history we process it on the basis of legal obligations or based on your explicit consent via DBS etc
For the purposes of equal opportunities monitoring	Name, title, date of birth gender, information about your race or ethnicity and health and medical information	We have a legitimate interest to promote a sports environment that is inclusive, fair and accessible. We process special category personal data on the basis of the "special category reasons for processing of your personal data" referred to in section 2 above.
To comply with legal obligations, for example, regarding people working with children or vulnerable adults to comply with our safeguarding requirements	Information about your criminal convictions and offences	For criminal records history we process it on the basis of legal obligations or based on your explicit consent.

For some of your personal information you will have a legal, contractual or other requirement or obligation for you to provide us with your personal information. If you do not provide us with the requested personal information we may not be able to admit you as a member or we may not be able to properly perform our contract with you or comply with legal obligations and we may have to terminate your membership. For other personal information you may not be under an obligation to provide it to us, but if you do not provide it then we may not be able to properly perform our contract with you.

Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time, which you may do by contacting us as described in the "Contacting us" section below.

Please note however that the withdrawal of your consent will not affect any use of the data made before you withdrew your consent and we may still be entitled to hold and process the relevant personal information to the extent that we are entitled to do so on bases other than your consent. Withdrawing consent may also have the same effects as not providing the information in the first place, for example we may no longer be able to provide certain member benefits to you.

5. **DIRECT CLUB INFORMATION MESSAGING**

Email, post and SMS publicity: from time to time, we may contact you by email, post or SMS with information we believe you may be interested in.

We will only send Club information messages to you in accordance with the preferences you set. You can then let us know at any time that you do not wish to receive Club Information messages by informing the Secretary of the Club in writing, MS or email or the designated online Group Manager. You can also unsubscribe from our publicity by clicking on the unsubscribe link in the newsletters / update messages we send to you.

6. DISCLOSURE OF YOUR PERSONAL INFORMATION

We share personal information with the following parties:

- **Any party approved by you.**
- **Club Officers:** on a need to know basis and to aid good communication and organisation with the Club's Membership
- **To any governing bodies or regional bodies for the sports covered by our club e.g. Halifax Cricket League including where necessary the Halifax Junior Cricket League, Calderdale Cricket Development Group, Play-Cricket.com, Yorkshire cricket Board, England & Wales Cricket Board, The Cricket Foundation:** to allow them to properly administer the sports on a local, regional and national level.
- **Other service providers:** as deemed necessary to fulfil the good running and good order of the Club and where you have given your expression for us to do so;
- **The Government or our regulators:** where we are required to do so by law or to assist with their investigations or initiatives.
- **Police, law enforcement and security services:** to assist with the investigation and prevention of crime and the protection of national security.
- To medical services in times of an accident and / or emergency as deemed necessary.

7. TRANSFERRING YOUR PERSONAL INFORMATION INTERNATIONALLY

[The personal information we collect is not transferred to and stored in countries outside of the UK and the European Union unless with a specific requirement such as the need when organising Overseas Tours and only then we will take all reasonable steps to ensure that your personal information is only used in accordance with this privacy notice and applicable data protection laws and is respected and kept secure and where a third part processes your data on our behalf we will put in place appropriate safeguards as required under data protection laws.

8. HOW LONG DO WE KEEP PERSONAL INFORMATION FOR?

The duration for which we retain your personal information will differ depending on the type of information and the reason why we collected it from you. However, in some cases personal information may be retained on a long-term basis: for example, personal information that we need to retain for legal purposes will normally be retained in accordance with usual commercial practice and regulatory requirements. Generally, where there is no legal requirement we retain all physical and electronic records for a period of 6 years after your last contact with us or the end of your membership. Exceptions to this rule are:

- CCTV records which are held for no more than 30 days unless we need to preserve the records for the purpose of prevention and detection of crime;
- Details regarding unsuccessful membership applicants where we hold records for a period of not more than 12 months;
- Information that may be relevant to personal injury or discrimination claims may be retained until the limitation period for those types of claims has expired. For personal injury or discrimination claims this can be an extended period as the limitation period might not start to run until a long time after the event.

It is important to ensure that the personal information we hold about you is accurate and up-to-date, and you should let us know if anything changes, for example if you change your phone number or email address. You may be able to update some of the personal information we hold about you through [our membership profile email which is sent at least annually. Alternatively, you can contact us by using the details set out in the "**Contacting us**" section below.

9. **YOUR RIGHTS IN RELATION TO PERSONAL INFORMATION**

You have the following rights in relation to your personal information:

- the right to be informed about how your personal information is being used;
- the right to access the personal information we hold about you;
- the right to request the correction of inaccurate personal information we hold about you;
- the right to request the erasure of your personal information in certain limited circumstances;
- the right to restrict processing of your personal information where certain requirements are met;
- the right to object to the processing of your personal information;
- the right to request that we transfer elements of your data either to you or another service provider;
- and the right to object to certain automated decision-making processes using your personal information.

You should note that some of these rights, for example the right to require us to transfer your data to another service provider or the right to object to automated decision making, may not apply as they have specific requirements and exemptions which apply to them and they may not apply to personal information recorded and stored by us. For example, we do not use automated decision making in relation to your personal data. However, some have no conditions attached, so your right to withdraw consent or object to processing for direct publicity are absolute rights.

Whilst this privacy notice sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>.

To exercise any of the above rights, or if you have any questions relating to your rights, please contact us by using the details set out in the "Contacting us" section below.

If you are unhappy with the way we are using your personal information you can also complain to the UK Information Commissioner's Office or your local data protection regulator. We are here to help and encourage you to contact us to resolve your complaint first.

10. **CHANGES TO THIS NOTICE**

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.

11. **CONTACTING US**

In the event of any query or complaint in connection with the information we hold about you, please write to us at:

The Secretary - Illingworth St.Mary's Cricket Club
Alloe Field View
Illingworth
Halifax

February 2019 v1