



ROPLEY  
C.C.



## Ropley Cricket Club (RCC)

### GENERAL DATA PROTECTION REGULATIONS – 25<sup>TH</sup> MAY 2018

#### PRIVACY STATEMENT

##### Introduction

The General Data Protection Regulation (GDPR) came into force on 25th May 2018. The Regulation requires us to provide you with the information given in our Privacy Statement. This includes how we use your data, how you can control the way in which we use your data, and what actions you can take if you wish to change the way your data is used.

##### How we gather information

Data is gathered in the following ways:

- **Email seniors** RCC uses email as the main means of communication with its players, parents, volunteers and those with an interest in RCC. Communications include notices of special events, requests for volunteers, general information and updates pertaining to RCC. We enter email addresses into the RCC group circulation list when a request to do so is made by an individual to the RCC Secretary. We BCC to protect individual's privacy. At any time your email address can be removed from the group through the RCC Secretary.
- **Email juniors** we enter email addresses onto the junior RCC group circulation list when a registration form is completed by a parent/guardian. For all children under the age of 18 years the email address used is that of the parent/guardian and not the child.
- **Junior data** is limited to that requested on the Ropley Junior CC Membership Form, including full name of the junior and their parent/guardian, address, telephone number (landline and mobile), email address, medical information etc A copy of the form can be found on the RCC website using the following link <http://www.ropleycc.co.uk/policies-and-codes.htm>
- **Junior data photographs** occasionally we will place photos on our website and in the local magazine and paper, taken during games, awards ceremonies and at social events and in accordance with English Cricket Board Guidelines. A copy of the Guidelines can be seen on the RCC website using the following link <http://www.ropleycc.co.uk/policies-and-codes.htm>
- **Annual subscribers** a record is also kept of annual subscriptions in a dedicated software package by our Treasurer.
- **Telephone landline and mobile** we need to contact people from time to time by telephone. At any time, a telephone number can be removed from the contacts list by informing the RCC Secretary.
- **Social media** is accepted as part of modern day communication, especially related to team availability, selection, confirming fixtures, fixture cancellations when the weather is unfavourable and general messaging between team members. This is voluntary and

cannot be regulated by RCC. It is expected however that social media is used responsibly by those who participate.

- **Membership package** we may decide to use a membership package in the future. A package will be chosen that gives priority to protection of data. To populate the database a senior membership form will be developed for completion by those wishing to become RCC members.
- **Website** we will not include personal data on the RCC website. The only information uploaded will be Club policies and procedures, useful RCC information, photographs (see appropriate section above), copies of press submissions, game results, communications about events.
- **Other uses** occasionally we may wish to use personal data for other legitimate requirements needed to meet our purpose and for furthering the game of cricket and other RCC activities.

### **What we do with your data**

The data held is only used by RCC to send you relevant information about the Club, general notices, to manage your membership with us, invites to social events, fund-raising or other events being organised by the Club. We may also communicate with individuals on matters relevant to their involvement in RCC.

### **Protecting your data**

We have a range of measures to ensure we keep your personal data secure, accurate and up to date. These include:

- Ensuring those with access to your data have the necessary antivirus software in place.
- Securing your data in Excel spreadsheets with appropriate password protection.
- Restricting access to personal data to those at RCC on a need to know basis.
- Subjecting those with access to your personal data to a duty of confidentiality.
- Not sharing your data with any third party unless required to do so by law.

The transmission of data over the internet (including by e-mail) is never completely secure so although we use appropriate measures to try to protect personal data, we cannot guarantee the security of data transmitted to us or by us. You are therefore advised to take suitable precautions when transmitting data via the internet.

### **How long do we keep your data?**

We keep your data only as long as you require us to do so and if you formerly request it to be removed from our circulation lists the RCC Secretary will action on receipt of your request.

### **Our responsibilities**

The law requires us to tell you the legal basis upon which we process your data. We are allowed to process your data if it is in our legitimate interest to do so. We may only do so if we can demonstrate a need, and so long as your "interests or your fundamental rights and freedoms are not over ridden". In essence, we check that we will not cause you harm by processing your data, that the processing is not overly intrusive and that we will only do so in a way which is described in the Privacy Statement.

### **Your rights**

You have a variety of rights about the way in which we process your data:

- Where we rely on our legitimate interest to process data, you may ask us to stop doing so.
- You may request to see a copy of the data that we hold about you.
- You may ask that we update the personal data we hold on you or correct such personal data that you think is incorrect or incomplete.
- You may ask us to cease sending you information.
- You may change or stop the way in which we communicate with you or process data about you and, if it is not required for the purpose you provided it, then we will do so for you.
- If you are not satisfied with the way we have processed your data, then you can complain to the Office of the Information Commissioner by visiting their website at <https://ico.org.uk/global/contact-us>

### **Your right to complain**

If you wish to raise a complaint about how we are using your information, exercise any of the rights set out above, or if you have any questions or comments about privacy issues, you can contact us.

We would always appreciate the chance to deal with your concerns, so please contact us in the first instance. If you are not satisfied with our response to your request or you believe that we are not processing your information in accordance with the law, you can complain to:

- RCC Club Secretary [anne.pac@btinternet.com](mailto:anne.pac@btinternet.com) or call 077177 26506.
- Information Commissioner's Office, which regulates and supervises the use of personal data, email address above.

**Contacting us** If you have any questions about the Privacy Statement, about the way in which we process your data, or if you wish us to change the way we use your data, then please contact Anne Carter, RCC Secretary on 077177 26506 or via e-mail at [anne.pac@btinternet.com](mailto:anne.pac@btinternet.com)

**6 September, 2018**