

## Poole Town Cricket Club Privacy Notice 2018

Poole Town Cricket Club 's (hereafter referred to as 'the Club') primary concern is the provision of competitive cricket for its members. As a significant part, however, of its core management, the Club states its commitment to the provisions of the General Data Protection Regulations (GDPR) regarding privacy and security of personal information held by the Club.

The Club will appoint a Data Protection Officer (DPO) who shall be responsible for any issues arising in relation to the lawful application of the GDPR.

The Club as the data controller has adjudged the operative data to be essential to the smooth running of a cricket club that is fit for purpose. These personal data items are held by the General Committee, Club Welfare Officer and Club Coaches.

These data items are limited to essential information including Name, Address, Email, Contact Phone (s), Membership Classification (listed in the Club constitution), playing records, financial (subscriptions and match fees paid or outstanding) and disciplinary.

For members of the Club '250 Club' who wish their winnings to be paid direct rather than by cheque, we will hold bank details.

Members under the age of 18, because of the requirements of "Safeguarding Young Cricketers" and "Safe Hands", will have stored in addition and where appropriate more sensitive information on Parent/Guardians, Special Needs, information regarding the Club's Photographs and Video Policy, health Issues that need to be highlighted and medical contacts.

The Club will keep securely stored and/or in a password protected computer data storage area all information either manual or computer managed, which in turn will be only available to pertinent and authorised personnel, as officially designated by the Chairman and Club Officers.

The Club will email or notify by post all members annually details of the information held for review to ensure accuracy.

Likewise, members are requested to notify the Club as soon as practical following the event any change of circumstances so that we can keep our records current.

Members are advised that all data items held are subject to explicit consent being given to the Club. The Club will in turn make all reasonable efforts to ensure that all data items requested are limited to preserve the security, health and well-being of all members.

Members are further advised that they can request a clear explanation of all data held on them, which the DPO will provide at no charge within a month. The member has then the right to insist on changing incorrect information, erasing the information permanently or moving to another data provider. The Club will remove upon the member leaving the club all information regarding that individual, unless that

individual has outstanding commitments, although we will reasonably request keeping the name and playing record only for statistical and historical purposes.

It is not the policy of the Club to pass on, sell or otherwise dispose of to any third party any personal data apart from that demanded by Law, nor does the Club acquire personal data from any third party.

If the Club suspects or is made aware that any breach of data protection rules has occurred, we will inform both the Information Commissioner's Office and the relevant member(s) within 72 hours.

If a member is concerned that there are irregularities concerning the data the Club holds then their first course of action is to contact the DPO preferably in writing outlining their reasons for concern. If the DPO is unable to resolve the situation for whatever reason within 30 days, the member should contact the Information Commissioner's Office (<https://ico.org.uk/>).

All club officers, general committee members, team captains, coaches and Club Welfare Officer will have been advised of their obligations to data security and that it is a serious disciplinary issue for any transgression or carelessness. Club

Membership Application Forms (Senior, Junior, 100 Club and Vice President) have been designed to comply with the GDPR and will only request such information as is deemed essential to the proper running of the section. The Club will hold personal data, subject to all the above rights, restrictions and regulations, as a condition of membership.

Members who play league cricket will have their information stored on the ECB play-cricket database. This database is governed by ECB and is not part of the Club's Privacy Notice.

May 2018.