



# High Roding Cricket Club

Founded 1890

## **PRIVACY NOTICE FOR ALL MEMBERS**

High Roding Cricket Club (the “**Club**”) take 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 the personal information we collect, how we comply with the law on data protection and what your rights are.

References to “**we**”, “**our**” or “**us**” in this Privacy Notice are to the Club.

We have not appointed a Data Protection Officer to oversee our compliance with data protection laws as we are not required to do so, but our Data Manager has overall responsibility for data protection compliance in our organisation. Contact details are set out in the “Our contact details” section towards the end of this Privacy Notice.

This Privacy Notice is for the benefit of both our senior and junior members. As we collect all personal data relating to our junior members (with the exception of data generated from cricketing activities) from the relevant parent/guardian, we ask each parent/guardian to read this Privacy Notice with respect to their child and to understand and explain to their child (if necessary) how the Club uses their personal data and their child’s rights in respect of such data.

<b>Name of data controller</b>	<b>High Roding Cricket Club</b>
<b>Categories of personal data we collect</b>	<p>We collect and process personal data from you or your parent/guardian when you join, when we carry out renewals of your membership, when you or your parent/guardian input or update your details on the Club’s website or which you or your parent/guardian otherwise provide to the Club. This includes:</p> <ul style="list-style-type: none"><li>• your name, age and date of birth</li><li>• your gender</li><li>• your contact details (including home address, email address and telephone numbers)</li><li>• your occupation (where provided by adult members)</li><li>• the type of membership you hold</li><li>• details of any medical information, impairments or disabilities, where you provide this to us with your consent</li><li>• the name and telephone number of your doctor and surgery</li><li>• your emergency contact details</li><li>• your previous cricketing experience</li><li>• your current school or college (in the case of junior members)</li><li>• photography consent form (if completed by you)</li><li>• medical consent form (if completed by you).</li></ul> <p>We also collect personal data that is generated as a result of your involvement with us as a member of the Club. This includes:</p> <ul style="list-style-type: none"><li>• teams which you have played for or been involved with</li><li>• involvement in particular matches, including match scorecards, match reports and recording individual performance data showing how you have performed in each game you have played for the Club</li></ul>

	<ul style="list-style-type: none"> <li>• your payment history in relation to annual subscriptions and match fees (we do not collect any bank data for this purpose)</li> <li>• attendance registers for training</li> <li>• photos of you taken during a Club related activity (with your consent)</li> <li>• details of any district, county or other representative teams for which you have been selected</li> <li>• records of communications with you or your parent/guardian about Club matters, including telephone conversations, emails and other communications</li> <li>• if applicable, your participation in the bonus ball or any other raffle, prize or competition organised by the Club.</li> </ul> <p>For those members who perform a particular role for the Club and/or who work with or have responsibility for children, we may also collect:</p> <ul style="list-style-type: none"> <li>• information provided by you, and information and certificates from the Disclosure and Barring Service (“DBS”) in respect of any DBS check</li> <li>• details of first aid qualifications and certificates</li> <li>• safeguarding certificates and qualifications</li> <li>• other documentation which is required or recommended in connection with the relevant role</li> <li>• coaching certificates, references and CVs (if applicable).</li> </ul>
<p><b>Our sources of the personal data</b></p>	<p>We obtain personal data from:</p> <ul style="list-style-type: none"> <li>• you or your parent/guardian when you join the Club and when we carry out renewals of your membership</li> <li>• information you or your parent/guardian enter on the Club’s website or otherwise provide to the Club</li> <li>• other communications between you or your parent/guardian and the Club</li> <li>• Club coaches, managers, team captains, scorers and other members performing a particular role for the Club</li> <li>• medical practitioners (with your consent)</li> <li>• Play-Cricket database and the Club’s website</li> <li>• for certain role holders within the Club, information from the DBS and ECB on the status of any DBS check relating to you.</li> </ul>
<p><b>Automated decisions we may take</b></p>	<p>None</p>
<p><b>Purposes for which we process personal data</b></p>	<p>The Club will process personal data for the following purposes:</p> <p>To fulfil our membership obligations to you which shall include:</p> <ul style="list-style-type: none"> <li>• circulating and obtaining membership forms and accompanying documents and for processing and recording payments</li> <li>• communicating with you or your parent/guardian about your membership</li> <li>• providing and arranging the delivery, performance or other provision of the services or products we shall provide as part of your membership</li> <li>• notifying you of the Club’s policies and how we handle your information</li> </ul> <p>(together referred to as “<b>Membership Purposes</b>”).</p>

To enable the Club to operate as a cricket club, providing cricket activities and other social events for its members and to build and deliver a programme to encourage participation in cricket, which shall include:

- notifying you about training and other cricketing events at the Club
- selecting teams for matches and corresponding with you in respect of matches (including any match reports)
- notifying you about any social activities related to the Club
- posting on the Club's website and on the Play-Cricket website and in scorebooks details of all matches, including details of individual performances
- keeping attendance registers
- providing information to Essex CCC, our relevant district and the ECB where relevant for the purpose of developing or promoting cricket
- providing information to any league or other competition in which you may participate
- keeping the Honours Boards up to date
- providing information for newspaper reports or other media reports about individual or team performances while representing the Club
- notifying members about Club kit or any special Club offers
- providing information required for any ECB, district, county or league disciplinary procedure
- recording any incidents, accidents or issues that may occur while on the Club's premises or while representing the Club
- sharing anonymised data with a funding partner as a condition of grant funding
- analysing anonymised data to monitor Club trends
- sending out any survey to improve the experience of Club members
- notifying you if you have won on the Bonus Ball or any other event, competition or prize organised by the Club
- all other services and products provided by the Club with the aim of providing cricket and social activities for its members

(together referred to as "**Club Purposes**").

The following other purposes:

- where you or your parent/guardian have provided us with medical or disability information or any information about an impairment and have provided your consent for us to use this information, we shall use it to ensure that the Club is aware of your condition and to ensure we support you appropriately
- to maintain records such as accident books, health and safety records and accounting records
- to assist medical specialists in the event of a medical issue arising
- to notify social services or any other relevant body in the event of a child protection issue (actual or suspected) occurring
- to respond to requests by government or law enforcement or similar authorities conducting an investigation or to otherwise comply with the Club's legal obligations
- to conduct a DBS check for those members who are performing roles which require it
- such other purposes for which you or your parent/guardian provide your consent.

### Who we will disclose your personal data to

We will disclose your personal data to the following persons for the purposes identified above:

- coaches, managers, captains and other role holders within the Club
- leagues and cup competitions in which you participate
- the ECB, Essex County Cricket Board and our relevant district to allow them to properly administer cricket on a local, regional and national level
- personal data will also be shared and processed on the Club's website and the Play-Cricket website
- newspapers or other media outlets, but only to the extent required to publish match reports and other Club news
- government authorities and/or law enforcement or similar officials, where required
- medical professionals in respect of any medical data which you have given us your consent to use
- any other party to which you provide your consent.

### Legal basis for processing your personal data

The legal basis for the collection and processing of your personal data is:

- **for Membership Purposes:** that it is necessary to fulfil the contract that you have entered into with us by becoming a member of the Club
- **for Club Purposes:** that it is necessary for our legitimate interests which are to operate as a cricket club, providing cricket activities and other social events for its members and to build and deliver a programme to encourage participation in cricket; and that this does not prejudice or harm your rights and freedoms.
- **for dealing with data you or your parent/guardian have provided about your medical needs or details of any disability or impairment:** that you or your parent/guardian have given your explicit consent or it is in your vital interests.
- **for any matters where we have obtained your consent:** that you or your parent/guardian have given your consent and we will use the data for the purpose which we explain at the time.

In addition, if we are required to:

- maintain records such as accident books, health and safety records and accounting records to meet specific legal requirements;
  - notify social services or any other relevant body in the event of a child protection issue (actual or suspected) occurring;
  - respond to requests by government or law enforcement or similar authorities conducting an investigation or to otherwise comply with the Club's legal obligations; or
  - in respect of members performing a role which requires a DBS check, to conduct and obtain the results of such a check,
- then the legal basis for processing your data is that we are required to do so by law.

### Location of your personal data

The Club will keep your personal data within the European Economic Area.

<b>Your right to withdraw consent</b>	Where we rely on your or your parent/guardian consent for the processing of your 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.
<b>How long we will keep your personal data for</b>	<p>We will not retain your personal data for longer than is reasonable and necessary for the purposes for which it was collected.</p> <p>We shall retain your personal data for such time as you are registered with the Club as a member.</p> <p>We shall delete your data within three years after you cease to be a member of the Club or play an active part in the Club, subject to keeping a record of your name as a past member and the considerations below.</p> <p>We will retain information we are required to hold for statutory, legal or other legitimate reasons in line with the appropriate statutory or other legal requirements or guidance.</p> <p>Records of your involvement in a particular match (including on team sheets, on results pages, in scorecards, in averages and in match reports) may be held indefinitely by us, on our website and/or on the Play-Cricket website in order to maintain a record of the game.</p>
<b>Your rights in respect of your personal data</b>	<p>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. If you require more information about your rights and how to exercise them, these can be found on the Information Commissioner's Office website at <a href="https://ico.org.uk/for-the-public">https://ico.org.uk/for-the-public</a>.</p> <p>To exercise any of your rights, or if you have any questions relating to your rights, please contact us by using the details set out in the "Our contact details" below.</p>
<b>Our contact details</b>	<p><b>Data Manager – Paul Welland</b></p> <p><b>Email</b>                    <a href="mailto:paulwelland2@googlemail.com">paulwelland2@googlemail.com</a></p> <p><b>Phone</b>                    07866 627656</p> <p><b>Website</b>                <a href="https://highroding.secure-club.com">https://highroding.secure-club.com</a></p> <p><b>Address</b>                Highbury, Chalks Green, Leaden Roding, Essex CM6 1QG</p>
<b>Complaints</b>	If you have any concerns or complaints about how we are handling your data please do not hesitate to get in touch our Data Manager. We are here to help and encourage you to contact us to resolve any concerns or complaints you may have. You can also contact the Information Commissioner's Office.
<b>Changes to this Privacy Notice</b>	We may update this Privacy Notice from time to time. When we update this Privacy Notice, we will update the version date at the bottom of this notice. For significant changes to this Privacy Notice we will try to give you reasonable notice unless we are prevented from doing so.