

# **HASLINGDEN CRICKET CLUB**

## **DATA PROTECTION AND PRIVACY POLICY**

Haslingden Cricket Club is the data controller in respect of all personal data collected which means that we are responsible for ensuring that we do so in full compliance and meeting our legal obligations as laid down by the General Data Protection Regulation (GDPR) and all other related privacy laws.

This privacy policy explains what information we collect about you, how we use it, and the steps we take to ensure that it is kept secure. We also explain your rights and how to contact us.

Please note our website may contain links to other websites which are provided for your convenience. We are only responsible for the privacy practices and security of our site. We recommend that you check the privacy and security policies and procedures of other websites that you visit.

### **How we will use your information**

When you become a member of the Club we ask you for your name, contact details, address and email address. All personal information that we obtain about you and/or any other person whose details you provide will be recorded, used, and protected by us in accordance with current data protection legislation and this Privacy Policy. We will primarily use the personal information:

- For club registration, membership and general administration (including verification, vetting, security checking, issuing tickets, passes and permits as appropriate)
- To provide the services you request from us
- To communicate with you about involvement in Club activities
- To communicate with you in the event that any services requested are unavailable or if there is a query or problem with your requests
- To use as emergency contacts for Junior players
- To share information internally such as medical conditions and allergies for Welfare and Safety reasons for Junior players
- For record keeping purposes

### **Data protection principles**

- Processed lawfully, fairly and in a transparent manner in relation to individuals
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed
- Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

The Club shall be responsible for, and be able to demonstrate, compliance with the above principles.



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

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 is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions and the establishment exercise or defence of legal claims. We securely destroy all financial information once we have used it and no longer need it.

### **Information about other people**

If you provide information to us about any person other than yourself, you must ensure that they understand how their information will be used and that you are authorised to disclose it to us, and to consent to its use on their behalf, before doing so.

### **Security**

We take the security of personal information seriously. We have procedures in place and generally accepted standards of technology to ensure that our paper, computer systems and databases are protected against unauthorised disclosure, misuse, loss, damage or destruction. We will report a personal data breach to the relevant supervisory authority within 72 hours of becoming aware of the breach, where feasible. If the breach is likely to result in a high risk of adversely affecting your rights and freedoms, we will also inform you without undue delay.

### **Your rights**

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.

### **Updating and correcting information**

You may update or correct your personal information by contacting us in writing or by email (see the section "How to contact us" below). Please include your name, address and/or email address when you contact us as this helps us to ensure that we accept amendments only from the correct person. We encourage you to promptly update your personal information if it changes. If you are providing updates or corrections about another person, we may require you to provide us with proof that you are authorised to provide that information to us.

### **How to contact us**

Email – [info@haslingdenccricketclub.co.uk](mailto:info@haslingdenccricketclub.co.uk)

Post – The Secretary, Haslingden Cricket Club, Bentgate Ground, Private Lane, Haslingden, Rossendale, BB4 6LX

For further information about Data Protection visit the Information Commissioners Office at [www.ico.gov.uk](http://www.ico.gov.uk)

