



# FRINTON ON SEA CRICKET CLUB

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## 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 **Frinton on Sea Cricket Club**.

We have not appointed a Data Protection Officer to oversee our compliance with data protection laws as we not required to do so, but our committee has overall responsibility for data protection compliance in our club. 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 allow us to contact you directly such as name, title, email addresses and telephone numbers
- date of birth
- gender
- membership start and end date
- CCTV footage
- images in video and/or photographic
- your email preferences so that we know whether and how we should contact you
- details of any county membership
- 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 performance (including that generated through player pathway programme)
- any disciplinary and grievance information

### 2. **Where we collect your information**

We typically collect personal information about our members when you apply to become a member or renew your membership of the club.

If you are providing us with details of next of kin, 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.

### 3. **How we use your personal data**

The main purposes for which we use your personal data are as follows:

- To administer your membership

- To manage your relationship with us
- To send you our newsletter and other information about the club that may be of interest

We may also use your personal data to deal with enquiries and complaints made by or about you relating to your membership with the club.

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 administer your membership.

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.

#### 4. **Contacting you**

From time to time we may contact you by email, post or SMS about events and other information about the club. We will only contact you in accordance with the preferences you indicated. You can change these preferences at any time by contacting us. The details are in the "Contacting us" section below.

You can also unsubscribe from our newsletter by clicking on the unsubscribe link in the email we send to you.

#### 5. **Disclosure of your personal information**

We do not share your personal information with any third parties for the purpose of direct marketing. We may share personal information with the following parties:

- **To any governing bodies or regional bodies for the sports covered by our club:** to allow them to properly administer the sports on a local, regional and national level.
- **Police, law enforcement and security services:** to assist with the investigation and prevention of crime and the protection of national security.

#### 6. **How long do we keep personal records 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 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 14 days unless we need to preserve the records for the purpose of prevention and detection of crime, or in civil, criminal or disciplinary proceedings;
- 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 can contact us by using the details set out in the "**Contacting us**" section below.

## 7. **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 marketing 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.

## 8. **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.

## 9. **Contacting us**

In the event of any query or complaint in connection with the information we hold about you, please email [info@frintononseacricketclub](mailto:info@frintononseacricketclub) or write to us at:

Frinton-on-Sea Cricket Club  
Ashlyn's Road  
Frinton-on-Sea  
Essex  
CO13 9EU  
Tel. 01255 675800

Adopted by management board on 25<sup>th</sup> June 2018