

Ipswich YM RUFC Privacy Notice



Ipswich YM RUFC
The Street,
Rushmere St. Andrew,
Ipswich
IP5 1DG

Email: ipswichymrugby@yahoo.co.uk

Ipswich YM RUFC (also referred to as “the Club”, “we” or “us”) takes the protection of the data we hold about you as a member seriously and are committed to respecting your privacy as well as ensuring that the data you provide is processed in accordance with data protection legislation.

Please read the full privacy notice below carefully to see how the Club will treat the personal information that you provide to us, how we will comply with the law on data protection and what your rights are.

Name of person who takes overall responsibility for data control	Simon Podd – Honorary Secretary
Categories of personal data we collect	<ul style="list-style-type: none">• Name• Address• Gender• Date of birth• Contact Details (Including Emergency Contact)• Email Address• Medical/specific requirements information *• Disability information*• Video/Photography agreement• Participation agreement• Your RFU ID (as assigned in Game Management Service - GMS)• your passport and NI details, where we have to check your eligibility or ability to work for us or to carry out Disclosure & Barring Service (DBS) check (Paid employees / Officials only)**• Your type of membership and involvement in particular teams, or any key role you may have been allocated, such as Chair, Safeguarding Lead, Membership Secretary etc <p><i>* Your medical condition or disability information is provided to us with your consent (or your parent's consent) to ensure we are aware of any support the Club may need to provide to you.</i></p> <p><i>** The result of the DBS check will be inputted into your Game Management Service (GMS) record.</i></p>

<p>Our sources of the personal data</p>	<p>We obtain personal data from:</p> <ul style="list-style-type: none"> • The parent/legal guardian registering a child to join the club • We may receive information relating to your existing registrations with other clubs or rugby bodies or disciplinary history from the RFU through GMS. • For certain role holders or those working with children, we may receive information from the Disclosure and Barring Service and RFU on the status of any DBS check you have been required to take.
<p>Automated decisions we may take</p>	<p>None</p>
<p>Purposes for which we process personal data</p>	<p>We will process your personal data for:</p> <ul style="list-style-type: none"> • Dealing with medical needs/specific requirements • Supporting the delivery of Rugby sessions • For training and competition entry • Reporting of participation and any incidents and of figures and trends (including equality and inclusion information) • For quality and improvement monitoring • Managing and administering your membership and your involvement with its teams and club. • Contacting you for the purpose of marketing club events, social and fundraising events. • Where you work in a particular role as an Official at the Club, you may be required to undergo a Disclosure & Barring Service check using the RFU's eDBS system.
<p>Who we will disclose your personal data to</p>	<ul style="list-style-type: none"> • Some data is shared with the RFU, who use your data to regulate, develop and manage the game. • Some limited information may be shared with other stakeholders in rugby, such as other clubs, Constituent Bodies, referee societies, league organisers, so that they can maintain appropriate records and assist us in organising matches and administering the game. • Coaches and junior co-ordinators for administering training sessions • Officials who work at Rugby clubs/venues to support the delivery of sessions. • Personal data may be shared with government authorities and/or law enforcement officials if required for the purposes above, if mandated by law or if required for the legal protection of our or the RFU's legitimate interests in compliance with applicable laws. • Personal data will also be shared with third party service providers, who will process it on our behalf for the purposes identified above. Such third parties include the RFU as the provider of GMS and providers of services such as payroll

Legal basis for processing your personal data

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

- To fulfil a contract, or take steps linked to a contract: this is relevant where you make a payment for your membership or merchandise. This includes:
 - taking payments;
 - communicating with you;
- As required by the Club to conduct our business and pursue our legitimate interests, in particular:
 - we will use your information to manage and administer your membership and your involvement with its teams and club, and to keep in contact with you for these purposes;
 - we will also use data to maintain records of our performances and history, including match reports, score lines and team sheets;
 - we may choose to send you promotional materials and offers by post or by phone, or by email where we want to send you offers relating to similar products and services that you have already bought
- Where you give us consent:
 - we will send you direct marketing or promotional material by email for marketing club events, social and fundraising events only.
 - we may handle medical or disability information you or your parent provides to us, to ensure we support you appropriately;
 - on other occasions where we ask you for consent, we will use the data for the purpose which we explain at that time.
- For purposes which are required by law:
 - we maintain records such as health and safety records and accounting records in order to meet specific legal requirements;
 - we ensure, where you will work with children, that you have undergone an appropriate DBS check – this is also carried out with your consent.
 - where you hold a role at the Club requiring us to check your right to work, we may process information to meet our statutory duties;
 - we may respond to requests by government or law enforcement authorities conducting an investigation.

Your right to withdraw consent

Wherever we rely on your consent, you will always be able to withdraw that consent, although we may have other legal grounds for processing your data for other purposes, such as those set out above. In some cases, we are able to send you direct marketing without your consent, where we rely on our legitimate interests. You have an absolute right to opt-out of direct marketing, or profiling we carry out for direct marketing, at any time.

If you do decide to withdraw your consent, it will not affect the lawfulness of any processing for which we had consent prior to your withdrawing it.

Location of your personal data	The Club will keep your personal data within the European Economic Area.
How long we will keep your personal data for	<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>1 year after you cease to be a member of the Club or play an active part in the Club, we shall delete your data.</p>
Your rights in respect of your personal data	<p>You have the right to ask us for a copy of your personal data; to correct, delete or restrict (stop any active) processing of your personal data; and to obtain the personal data you provide to us for a contract or with your consent in a structured, machine readable format.</p> <p>In addition, you can object to the processing of your personal data in some circumstances (in particular, where we don't have to process the data to meet a contractual or other legal requirement, or where we are using the data for direct marketing).</p> <p>These rights may be limited, for example if fulfilling your request would reveal personal data about another person, or if you ask us to delete information which we are required by law to keep or have compelling legitimate interests in keeping.</p> <p>Much of the information provided to us is on a mandatory basis so that we can make the appropriate legal checks and register you as required by RFU Rules and Regulations. We will inform you which information is mandatory when it is collected. Some information is optional, particularly information such as your medical information. If this is not provided, we may not be able to provide you with appropriate assistance, services or support.</p> <p>To exercise any of these rights, you can get in touch with us using the details set out below in our contact details.</p> <p>If you have unresolved concerns, you have the right to complain to the Information Commissioner's Office; Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF</p> <p>Helpline number: 0303 123 1113</p>
Our contact details	<p>Data Protection Officer</p> <p>Ipswich YM RUFC</p> <p>The Street, Rushmere St. Andrew,</p> <p>Ipswich</p> <p>IP5 1DG</p> <p>Email: ipswichymrugby@yahoo.co.uk</p>

Ipswich YM RUFC

ICO Registration Certificate



ico.
Information Commissioner's Office

Upholding information rights

Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
T. 0303 123 1113 F. 01625 524510
www.ico.org.uk

Certificate

Organisation Name:

Ipswich YM Rugby Union Football Club

Reference number:

Z1884226

Tier:

Tier 1

Start date:

21 August 2009

End date:

20 August 2022

Data Protection Officer