



PRIVACY NOTICE FOR MEMBERS

We are committed to respecting your privacy. This notice explains what personal data is 'processed', for which purposes, for how long we hold the personal data, your rights and how to access and update your personal data.

The Club has established a working group reporting to the Management Committee which has responsibility for data protection compliance. 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 your category of membership you will provide us with, and we may obtain, **personal information** about you and, if you are a parent, about your junior(s) as requested in the membership registration form on the website and occasionally in other ways, for example:

- personal contact details such as name, title, email addresses and telephone numbers
- date of birth
- gender
- details of next of kin, family members, and emergency contacts
- membership start and end dates
- records of your interactions with us such as emails, telephone conversations and other correspondence and your instructions to us
- any credit/debit card and other payment details you provide so that we can receive payments from you and details of the financial transactions with you
- records of your attendance at any events hosted by us
- any disciplinary and grievance information.

2. SPECIAL CATEGORIES OF PERSONAL INFORMATION

With your explicit consent, we may also collect, store and use information about your health, including any medical condition, dietary requirements and health professional information and about your ethnicity or race which are two of the '**special categories**' of more sensitive personal information.

3. WHERE WE COLLECT YOUR INFORMATION

We collect personal information about our members and supporters when you apply to become a member or supporter of the Club, you register an account with us on the Club's website (www.brookcricketclub.co.uk which is on the Pitchero platform), when you purchase any services or products we may offer or about which we may inform you, like kit and clothing with the Club's logo or when you attend Club events, when you make a query or complaint and when you correspond with us by e-mail, phone or in some other way.

We may also collect personal information about you from any third party references you provide as part of the application process for membership or for other purposes.

If you are providing us with details of referees, next of kin, family members and emergency contacts, they have a right to know, and to be aware of, what personal information we hold about them, how we collect it, how we use and how may share that information. Please share this Privacy Notice with those of them whom you feel are sufficiently mature to understand it or refer them to the Club’s website, ‘Policies’ on the Home page. They also have the same rights as set out in the ‘Your rights in relation to personal information’ section below.

4. USES MADE OF THE INFORMATION

The table below describes the main purposes for which we collect, retain and process your personal information, the categories of information involved and the legal basis entitling us to do this.

Purpose	Personal information used	Legal basis
To administer your membership or Supporter status with the Club and manage our relationship with you, including dealing with payments and information about availability to play matches or attend other events	All contact and membership details, transaction and payment information, records of your interactions with us and information you provide relating to availability and selection or other events	This is necessary to enable us to properly manage and administer your membership of the Club
To send you other marketing information we think you might find useful or which you have requested from us, including our Weekly Round Ups, newsletters, information about membership, events, cricket clothing and kit and information about our commercial partners	Contact details and, if any, marketing preferences	Where you have given us your explicit consent to do so
To answer your queries or complaints	Contact details and records of your interactions with us	We have a legitimate interest to handle queries and complaints in accordance with the Club’s Constitution
For the purposes of promoting the Club, our fundraising, social and events and membership and to support coaching	Photographs and videos	Where you have given us your explicit consent to do so and in accordance with the Club’s other relevant Safeguarding Children policies
To administer your attendance at any coaching and training sessions, courses or other programmes, and Club events	All contact and membership details, transaction and payment data Details of any county membership and performance data	This is necessary to enable us to register you for, and properly manage and administer your attendance at, coaching and training sessions, courses and other programmes and at other Club events

<p>To arrange for any trip or transportation to and from a match or other event</p>	<p>Identification documents details of next of kin, family members and emergency contacts, transaction and payment information, health and medical information</p>	<p>This is necessary to enable us to make the necessary arrangements for the trip and/or transportation to a match or an event in accordance, where appropriate, with the Club's other relevant Safeguarding Children policies</p> <p>We process special category personal data on the basis of the 'special category reasons for processing of your personal data' referred to in section 2 above</p>
<p>To use information about your physical or mental health (including any injuries) or disability status, and dietary requirements to ensure your health and safety and to assess your fitness to participate in any events or activities we host and to provide appropriate adjustments to our sports facilities and, in the case of junior members, to enable us to take appropriate decisions in accordance with the Parent's Medical Consent</p>	<p>Health and medical information</p>	<p>We process special category personal data on the basis of the 'special category reasons for processing of your personal data' referred to in section 2 above</p>
<p>To gather evidence for possible grievance or disciplinary hearings</p>	<p>All the personal information we collect</p>	<p>We have a legitimate interest under the Club's Constitution in doing so to provide a safe and fair environment for all members and to ensure the effective management of any disciplinary hearings, appeals and adjudications</p> <p>We process special category personal data on the basis of the 'special category reasons for processing of your personal data' referred to in section 2 above</p>
<p>For the purposes of equal opportunities monitoring</p>	<p>Name, title, date of birth, gender, information about your race or ethnicity and health and medical information</p>	<p>We have a legitimate interest to promote a sports environment that is inclusive, fair and accessible and to report on the Club's profile for example in the context of Clubmark</p> <p>We process special category personal data on the basis of the 'special category reasons for processing of your personal data' referred to in section 2 above</p>
<p>To comply with legal obligations, for example, regarding people working with children or vulnerable adults to comply with our safeguarding requirements</p>	<p>Information about your criminal convictions and offences</p>	<p>In the ordinary course, the Welfare Officer assists members, Club volunteers and coaches to apply for DBS checks but does not request, retain or process any criminal records. In the event of an incident, it is possible that such information will be communicated by an appropriate cricket body or public body to the Club through the Welfare Officer. For such criminal records history, we would process it</p>

		on the basis of legal obligations or based on your explicit consent
--	--	---

In some cases, you will have a contractual (e.g. membership-related) or other legal obligation to provide us with your personal information. 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 properly to perform our contract of membership with you or to comply with relevant legal obligations and we may therefore have to terminate your membership. In the case of 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 properly to perform our contract of membership with you.

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 or amending your relevant consent(s) in your membership account on the website.

Please note, however, that the withdrawal of your consent will not affect any use of 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 legal bases other than 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.

5. DIRECT MARKETING

Email, post, SMS and other similar forms of marketing: from time to time, we may contact you by email, post, SMS or other similar means of communication with information about Club and other events, activities and some products, like cricket clothing and kit, which we believe may interest you.

The membership and supporter registration forms include an explicit consent to such direct marketing. If you do not give this consent or if you withdraw it, which you may do at any time, we will not send you such information but you may still be able to inform yourself by visiting the Club's website.

6. DISCLOSURE OF YOUR PERSONAL INFORMATION

We may now or in the future share personal information with the following parties:

- Any party approved by you
- Governing bodies or regional bodies for cricket: to allow them properly to administer the sport on a local, regional and national level
- Service providers: for example, contractors, suppliers and IT services (including the website platform, currently Pitchero who have their own Privacy Notice and policies), payment processors, events organisers and other advisors
- Our commercial and sports partners: for the purposes of providing you with information on any tickets (for example to T20 matches at Surrey CCC), special offers, opportunities, products and services and other commercial benefits provided by our commercial and sports partners where you have given your express consent for us to do so
- The government or our cricket and other regulators, including the Charity Commission: where we are required to do so by law or to assist with their investigations or initiatives
- The police, law enforcement and security services: to assist with the investigation and prevention of crime and the protection of national security.

7. TRANSFERRING YOUR PERSONAL INFORMATION INTERNATIONALLY

The personal information we collect is not transferred to and stored in countries outside of the UK and the European Union.

8. HOW LONG DO WE KEEP PERSONAL INFORMATION FOR?

The time for which we retain your personal information depends on the type of information and the reason why we collected it from you. In some cases, personal information may be retained for a relatively long time, for example, personal information that we are obliged to retain for legal purposes and regulatory requirements. Generally, where there is no specific legal requirement, we retain all physical and electronic records for a period of 6 years from your last contact with us or from the end of your membership. Exceptions to this rule are:

- 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 which may be retained until the expiry of the applicable limitation period. For personal injury and discrimination claims, this can be an extended period as the limitation period might not start to run until some 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 or there are changes to your or your juniors' medical data. You will be able to update most of the personal information we hold about you through your membership account on the Club's website. Alternatively, you can contact us by using the details set out in the 'Contacting us' section below.

9. YOUR RIGHTS IN RELATION TO PERSONAL INFORMATION

You have the following rights in relation to your personal information:

- to be informed about how your personal information is being used
- to access the personal information we hold about you
- to request the correction of inaccurate personal information we hold about you
- to request the erasure of your personal information in certain limited circumstances
- to restrict the processing of your personal information where certain requirements are met
- to object to the processing of your personal information
- to request that we transfer elements of your data either to you or another service provider, and
- 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 and the right to object to automated decision making, may not apply since they are subject to specific requirements and exemptions and these may not apply to the personal information received and stored by us. For example, we do not use automated decision making in relation to your personal data. However, some rights have no conditions attached to them: for example, 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.

10. 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.

11. CONTACTING US

In the event of any suggestion, query or complaint in connection with the information we hold about you, please email any member of the data protection working party:

John Pheasant (website manager): johnpheasant@gmail.com

Trevor Walters: (Secretary): trevorh.walters@gmail.com

Helen Rhodes (Juniors' Membership Secretary): helenkorner@hotmail.com

Pip Clarke (Welfare Officer): pip.clarke@live.co.uk

Jim Macaulay (Saturday 2nd XI Captain): james.macaulay56@gmail.com

Version 1 dated 21 May 2018