

OLCC Privacy Statement May 2018

At OLCC, we are committed to maintaining the trust and confidence of our players and visitors to our website. We are a friendly, local club managed by a voluntary committee.

We aim to promote playing cricket for fun, fitness and competition. We are affiliated to Surrey Cricket and ultimately The England Cricket Club. OLCC is the data controller under data protection legislation.

We want you to know that we are not in the business of selling, renting or trading email lists with other companies and businesses for marketing purposes. We just don't do that sort of thing. In this Privacy Policy we've provided lots of detailed information on when and why we collect your personal information, how we use it, the limited conditions under which we may disclose it to others and how we keep it secure. We have additional responsibilities to ensure that we really look after and protect the personal information of our young members and we have written a separate policy for our 13+ members so they can have access to and control over their personal data.

Any questions regarding this policy and our privacy practices should be sent to info@olcc.com

The types of data we collect

When you become a member of OLCC we will collect certain information about you, or your child. This will include your name, date of birth, gender, email address, telephone number, emergency contact data nominated by you. For our younger members we will also collect details of schools attended. Collectively we refer to this as your Cricket Data.

Match results that are publicly available will be collated and re-published on the OLCC or Pitchero website. Please be aware that when you, or your child, participates in a match, results may be published on the opposition's website. In many cases, photographs are posted with player's names identified.

Photographs are often taken at matches and training. The photographs may be used by OLCC on our website and in club publicity and promotion. Wherever practicable, individual names will not be used.

Why we will collect it

We will collect and process your Cricket Data for the purpose of registering you as a member of OLCC and administering your involvement in the club. We will process and store your medical information and emergency contact details to ensure we have access to this should the need arise. We will process this information on the basis of legitimate interest.

How long we will keep it

We will retain your Cricket Data for such time as you are a member, registered with us and will then delete your information as follows:

- **Cricket data** – three years after an individual has not renewed their membership
- **Medical information and emergency contact details** – at the beginning of a new season that you do not renew your membership
- **Published match results and club records** – Indefinitely. Note, match results are published and freely available online from many sources. OLCC cannot manage data controlled by third parties.

Your rights

You have the following rights under data protection legislation:

1. To access a copy of the information comprised in your personal data.
2. To object to processing of your personal data that is likely to cause or is causing damage or distress.
3. To prevent processing for direct marketing.
4. To object to decisions being taken by automated means.
5. In certain circumstances, to have inaccurate personal data rectified, blocked, erased or destroyed.
6. To claim compensation for damages caused by a breach of data protection legislation.

Sharing your data

We will share, where appropriate, your Cricket Data with Surrey Cricket, other cricket clubs and Pitchero. We will not transfer your data to any other third

party without obtaining your consent and, where possible, we will anonymise your data before sharing.

Privacy Policy

All of the personal data we collect from you will be collected, stored and processed in accordance with the OLCC privacy policy.

Complaints

If you have any concerns or complaints in relation to how OLCC collects and or processes your personal data please contact info@olcc.com in the first instance.

If you are dissatisfied with how your concern / complaint is dealt with by OLCC, you have the right to report your concern / complaint to the Information Commissioners Office (www.ico.org.uk).

OLCC Privacy Policy

OLCC only collects the data we need to conduct a cricket club. We try and follow best practice on handling and storing it, and we don't share it with anyone else unless we are obliged to or permitted to by law.

Introduction

For the purposes of data protection legislation, OLCC is the data controller.

OLCC is committed to protecting your privacy and processing your personal data in accordance with the General Data Protection Regulations (GDPR).

This policy explains how the information we collect about you is used and kept securely. It also explains your privacy choices as well as your right to access your information under the data protection legislation.

The information we collect about you

We may collect the following information about you when you enrol or re-enrol with OLCC:

- Your name, date of birth, gender, email address, address, telephone number, emergency contact data nominated by you.
- For our coaches, leaders and club officials, we may collect details of any coaching or officiating licenses you hold. Collectively this is referred to as your cricket data.

How we use your information

We may use your personal information for a number of purposes, including:

- If you email us with an enquiry, we may use your personal information to contact you with a response to your enquiry.
- If you apply for club membership, we may use your personal information to:
 - Process your membership request and payments.
 - Share data with committee members or coaches.
 - Provide you with information about club sessions, matches, training, activities, membership renewals, social events, key policy or governance changes.
 - Share and publish match results.
- If you participate in club events (training, matches etc), we may use your personal information to:
 - Share data with club coaches or officials to administer training events, matches etc.

- Analyse anonymised data to monitor club trends.

Our legal basis for processing your information

We will process your Cricket Data on the basis of the following legitimate interests:

- To record your club membership and membership payment / renewal.
- To record your match statistics.

We will share only what is needed for those purposes and, where possible, will anonymise the data before sharing. If we would like to share your information for any other purpose we will ask for your consent.

Under certain conditions, OLCC may be required to share your personal information with the police and other law enforcement agencies for the purposes of crime prevention or detection.

Protecting your information

- The Internet is not generally a secure medium for communication and therefore we cannot guarantee the security of any information you send to us over the Internet.
- As a local club managed entirely by volunteers, the data that we collect from you is transferred via email and Pitchero. This means it will be held on various email file servers used by the club committee and key club communicators.
- Where practical, we protect your data via password-protection of file attachments and/or file encryption.
- Members' emergency contact details are distributed to coaches at the start of the season.
- By submitting your personal data, you agree to this transfer, storing or processing.
- We will take all reasonable steps to ensure that your data is treated securely and in accordance with this privacy policy.
- We will not transfer your data outside of the European Economic Area.

England Cricket Board

If you have chosen to register with the ECB, OLCC will provide your Cricket Data to them. If you have any questions about the continuing privacy of your personal data when it is shared with the ECB, please contact the ECB.

Surveys

When we collect your personal data (as part of membership application or renewal) we will ask you for your consent to participate in surveys. Periodically we will seek your views on club activities or club development. We often use a third party provider, Survey Monkey (www.surveymonkey.com).

Finding out what information OLCC holds about you

You can ask to see any personal information that we hold about you. Such requests are called Subject Access Requests. If you would like to make a subject access request, please email info@olcc.com

Data Retention

Any data that we collect from you will be deleted in accordance with the timescales set out below:

- Cricket data – 3 years after an individual has not renewed their membership.
- Published match reports – Indefinitely. Note: match reports are published and freely available online from many sources. OLCC cannot manage data controlled by third parties.

Website Cookies

What are cookies?

A cookie is a piece of text that a website transfer to your computer's hard disk in order to remember who you are. Cookies interact with your computer and our website faster and easier by remembering your registration details and preferences from previous visits. Typically a cookie will contain the name of the website from which the cookie has come, the lifetime of the cookie and a value. The use of cookies does not give us access to the rest of your computer and only the site that created the cookie can read it.

OLCC will not use cookies to collect personally identifiable information about you. The cookies used do not track your internet usage after leaving our website and do not store your personal information. They will not be used in connection with any other information to identify you in any way.

By continuing to use this site you consent to the relevant cookies being set on your device.

Can I opt out of cookies?

Yes, you can restrict or block the cookies which are set by our website and you can do so by accessing your internet browser settings. The 'help' function within your browser should tell you how.

For general information about cookies and how to disable them, please visit www.allaboutcookies.org

However, please be aware that restricting cookies may impact on the functionality of the websites you visit. For information on how to manage

cookies on a mobile phone, games console or internet-enabled television, you should refer to the operations manual specific to each device. To opt out of any third-parties using cookies where data about your interaction with our website is collected, please refer to their website for this information.

Changes to our Privacy Policy

We regularly review our Privacy Policy and updates will appear on this page when necessary. This Privacy Policy was last updated in June 2018.