



## SELBY RUFC DATA PROTECTION & PRIVACY POLICY MAY 2018

### Summary of how we and the RFU use your data

- Selby Rugby Union Football Club (Selby RUFC) uses your personal data to manage and administer your membership and your involvement with its teams and club, and to keep in contact with you for these purposes.
- Some data is shared with the RFU, who use your data to regulate, develop and manage the game.
- Selby RUFC store personal data exclusively in GDPR compliant systems such as RFU / GMS who manage our registrations, Pitchero and Go Cardless who manage our subscription collections, Microsoft 365 who host our server and Garbutt & Elliott who are payroll outsourcers. Please see the links below for their GDPR policies.

<http://www.englandrugby.com/about-the-rfu/privacy-policy/>

<https://blogs.microsoft.com/on-the-issues/2017/04/17/earning-trust-contractual-commitments-general-data-protection-regulation/#sm.0010os6561a1ud6wrgc2m3gwwlkuz>

<https://secure.pitchero.com/gdpr>

<https://gocardless.com/downloads/legal/privacy-notice-v0518-0.pdf>

- Where we or the RFU rely on your consent, such as any consent we seek for email marketing, you can withdraw this consent at any time.
- Amongst the data we collect from you may be medical (including injury) information. We will hold this where you (or your parent) have given consent, so that we can ensure we are aware of your condition and that you are supported appropriately.
- Where you work in a particular role within the game, you may be required to undergo a Disclosure & Barring Service check using the RFU's eDBS system. The result of this check will be input into your Game Management Service (GMS) record.

## **What does this policy cover?**

This policy describes how Selby RUFC (also referred to as “the Club”, “we” or “us”) will make use of the data we handle in relation to our members and players, including our use of the Game Management System (“GMS”) provided by the Rugby Football Union (“RFU”). The policy also describes the RFU’s use of data on GMS.

It also describes your data protection rights, including a right to object to some of the processing which we carry out. More information about your rights, and how to exercise them, is set out in the “What rights do I have?” section.

## **Our responsibility:**

Selby RUFC keeps a record of our members personal contact details for membership and insurance purposes as well as updating GMS.

This policy will be achieved through appropriate management, and the strict application of criteria and controls. All persons having access to such material will follow good data protection practice and must handle personal data responsibly. They will have a responsibility to ensure that the information is retained securely and used appropriately.

- Individuals who have access to the GMS web site will be limited and approved by the club’s Board.
- Individuals who have access to the Selby RUFC web site will also be limited and approved by the Board.
- Selby RUFC will not pass personal details to any other company or interested party other than approved suppliers and subcontractors subject to demonstrating commitment to the principles and practices of data protection. The Club is committed to the principles and practices of data protection as laid out in GDPR and related legislation and codes of practice and other official guidance.
- Persons supplying personal data to be held by the Club must be made aware of the purposes for which it is to be held and used. Only personal data that is really needed should be obtained.
- Where the club seeks personal data, they should ensure that the person from whom the information is requested knows the purpose for which the information is required, including any non-obvious but possible use (for example as part of promotional material or as a feature on the Club website). Records will be maintained by a Club official who will contain a signed authority by Parents/Carers allowing such use.
- Access to personal Data will be restricted to authorised individuals nominated by the club (Board). It follows those authorised individuals using information provided by the Club, can only do so in connection with their work with the club. Such individuals will have been subject to the Club’s vetting systems and will have a responsibility to ensure that the information is retained securely and used appropriately. No disclosure of personal data must be made to another party without the express authority of the Club’s Board. See Appendix I for a list of authorised individuals.

## **Your responsibility:**

- It is your responsibility to make sure that the information that you share with the Club is, so far as it is possible, accurate, valid and up-to-date. The Club's nominated Data Protection Officer (RDO) is required to satisfy him/herself through monitoring and audit as appropriate, that this is done. Where it appears that the information may be inaccurate, the matter must be reported and rectified as soon as possible. This is of particular importance when information is shared with other agencies eg. GMS.
- GDPR requires that personal data shall not be kept for longer than is necessary for its purpose. Therefore cancellations of membership, amendments and deletions will be carried out as a matter of priority. The club will ensure that data held on persons no longer with the Club are deleted at the first available opportunity.

## **Selby RUFC Web Site:**

- The club does not collect any personal data about visitors to our website.
- Any personal information which you volunteer to the club (for example by e-mailing us or filling out our application form) will be treated with the highest standards of security and confidentiality, strictly in accordance with GDPR.
- Any information which you provide in this way is not made available to any third parties and is used by Selby RUFC only in line with the purpose for which you provided it. The most likely way in which we will use the information is as part of player and member registration and sharing the information with GMS.
- Technical details in connection with visits to this website are logged by our Internet hosting provider for statistical purposes.
- No information is collected that could be used by us to identify website visitors. This website, Pitchero does ~~use~~ cookies.
- The technical details logged are confined to the following items:
  - the IP address of the visitor's web client
  - the top-level domain name used (for example .ie, .com, .org, .net, .co.uk)
  - the previous website address from which the visitor reached us, including any search terms used
  - clickstream data which shows the traffic of visitors around this website (for example pages accessed and documents downloaded) and
  - the type of web browser used by the website visitor.
- Selby RUFC will make no attempt to identify individual visitors, or to associate the technical details listed above with any individual.
- It is the policy of Selby RUFC never to disclose such technical information in respect of individual website visitors to any third party (apart from our Internet hosting provider, which records such data on our behalf and which is bound by confidentiality provisions in this regard), unless obliged to disclose such information by a rule of law.

- The technical information will be used only by the club, and only for statistical and other administrative purposes. You should note that technical details, which we cannot associate with any identifiable individual, do not constitute "personal data" for the purposes of GDPR.

## **What information do we collect?**

We collect and process personal data from you or your parent when you join and when we carry out annual renewals of your membership. This includes:

- your name
- your gender
- your date of birth
- your RFU ID (as assigned in GMS)
- your home address, email address and phone number
- your passport and NI details, where we have to check your eligibility or ability to work for us
- 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.
- your payment and/or bank account details, where you provide these to pay for membership
- your marketing preferences, including any consents you have given us
- your medical conditions or disability, where you provide this to us with your consent (or your parent's consent) to ensure we are aware of any support we may need to provide to you.

Some information will be generated as part of your involvement with us, in particular data about your performance, involvement in particular matches in match reports and details of any disciplinary issues or incidents you may be involved in on and off the pitch, such as within health and safety records.

## **What information do we receive from third parties?**

Sometimes, we receive information about you from third parties. For example, if you are a child, we may be given information about you by your parents.

We may receive information relating to your existing registrations with other clubs or rugby bodies or disciplinary history from the RFU through GMS. Additionally, 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.

## **How do we use this information, and what is the legal basis for this use?**

**To fulfil a contract, or take steps linked to a contract: this is relevant where you make a payment for your membership and any merchandise or enter a competition. This includes:**

- taking payments
- communicating with you
- providing and arranging the delivery or other provision of products, prizes or services

## **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 use CCTV cameras to maintain the security of our premises, and may use this video to investigate incidents at the Club or its premises
- we may choose to send you promotional materials and offers by email where we want to send you offers relating to similar products and services that you have already bought
- we use data of some individuals to invite them to take part in market research

## **Where you give us consent:**

- we will send you direct marketing or promotional material by email
- 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.

## **How does the RFU use any of my information?**

### **The RFU provides GMS, but make its own use of the following information:**

- your name
- your gender
- your date of birth
- your RFU ID (as assigned in GMS)
- your home address, email address and phone number
- your type of membership and involvement in particular teams at the Club, or any key role you may have been allocated, such as Chair, Safeguarding Lead, Membership Secretary etc.

### **The RFU uses this information to conduct its business and pursue its legitimate interests, in particular:**

- communicating with you or about you where necessary to administer Rugby in England, including responding to any questions you send to the RFU about GMS
- administering and ensuring the eligibility of players, match officials and others involved in English rugby – this may involve the receipt of limited amounts of sensitive data in relation to disabled players, where they are registered for a disabled league or team, or in relation to anti-doping matters
- maintaining records of the game as played in England, in particular maintaining details of discipline and misconduct
- monitoring use of GMS, and using this to help it monitor, improve and protect its content and services and investigate any complaints received from you or from others about GMS
- maintaining statistics and conducting analysis on the make-up of rugby's participants
- ensuring compliance with the current RFU Rules and Regulations including those on the affiliation of clubs, referee societies, constituent bodies and other rugby bodies, and registration of players
- communicating with you to ask for your opinion on RFU initiatives
- The RFU will ensure, where you will work with children and where this is required, that you have undergone an appropriate DBS check – this is also carried out with your consent.
- The RFU may respond to requests by government or law enforcement authorities conducting an investigation.

## **Withdrawing consent or otherwise objecting to direct marketing**

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. You can do this by following the instructions in the communication where this is an electronic message, or by contacting us using the details set out below in the “**How do I get in touch with you or the RFU?**” section.

## **Who will we share this data with, where and when?**

In addition to sharing data with the RFU, we will share your data with: Pitchero & Go Cardless for the collection of subscriptions, Microsoft 365 our server and Garbutt & Elliott our payroll administrator.

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.

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.

Where information is transferred outside the EEA, and where this is to a stakeholder or vendor in a country that is not subject to an adequacy decision by the EU Commission, data is adequately protected by EU Commission approved standard contractual clauses, an appropriate Privacy Shield certification or a vendor's Processor Binding Corporate Rules. A copy of the relevant mechanism can be provided for your review on request.

## **What rights do I have?**

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.

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).

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.

You have the same rights for data held by the RFU for its own purposes on GMS.

To exercise any of these rights, you can get in touch with us– or, as appropriate, the RFU or its data protection officer – using the details set out below. If you have unresolved concerns, you have the right to complain to the Information Commissioner’s Office.

Much of the information listed above must be provided 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.

### **How do I get in touch with you or the RFU?**

We hope that we can satisfy queries you may have about the way we process your data. If you have any concerns about how we process your data, or would like to opt out of direct marketing, you can get in touch at [rdo@selbyrufc.com](mailto:rdo@selbyrufc.com) or by writing to Selby RUFC, Sandhill Lane, Selby, YO8 4JP.

If you have any concerns about how the RFU process your data, you can get in touch at [legal@rfu.com](mailto:legal@rfu.com) or by writing to The Data Protection Officer, Rugby Football Union, Twickenham Stadium, 200 Whitton Road, Twickenham TW2 7BA.

### **How long will you retain my data?**

We process the majority of your data for as long as you are an active member and for 1 year after this.

Where we process personal data for marketing purposes or with your consent, we process the data for 1 year unless you ask us to stop, when we will only process the data for a short period after this (to allow us to implement your requests). We also keep a record of the fact that you have asked us not to send you direct marketing or to process your data indefinitely so that we can respect your request in future.

Where we process personal data in connection with performing a contract or for a competition, we keep the data for 6 years from your last interaction with us.

We will retain information held to maintain statutory records in line with appropriate statutory requirements or guidance.

The RFU will maintain records of individuals who have registered on GMS, records of DBS checks and the resulting outcomes and other disciplinary matters for such period as is set out in the RFU’s privacy notice to be set out on [www.englandrugby.com](http://www.englandrugby.com).

Records of your involvement in a particular match, on team sheets, on results pages or in match reports may be held indefinitely both by us and the RFU in order to maintain a record of the game.



## **Security and Mandatory Breach Notification**

Selby RUFC is aware GDPR requires all organisations to have appropriate security measures in place to ensure the security of all personal data processed. In the event of a personal data breach which poses a risk to individuals then the ICO must be notified within 72 hours of an organisation becoming aware of the breach and in certain circumstances the individuals themselves must also be notified.

Selby RUFC has encryption and fire walls that are in place and staff are trained and aware of the importance of the security of personal data and the standards expected under the GDPR. All Selby RUFC information is held in the “cloud” via our office 365 membership. All computers used by staff have firewall/antivirus software installed. A training presentation to volunteers has been prepared and will be distributed.

A personal data breach can be anything from a cyber-attack to inadvertently sending an email containing personal data to the wrong recipient.

Due to the incredibly tight timescale for notifying the ICO of a breach, the Club’s policy is to report any Data Breach Reporting to the Data Protection Officer immediately who if necessary will discuss immediately with a Board member and report to the ICO.