



## CHIEVELEY CRICKET CLUB Data Protection and Privacy Policy



1. It is the policy of Chieveley Cricket Club ("the Club") to take all necessary steps to ensure that personal data held by the Club about its members is processed fairly and lawfully, and that the Club's internal procedures are monitored periodically to ensure compliance.

2. The Club will implement and comply with the eight Data Protection Principles in the Data Protection Act 1998 ("the Act") and the General Data Protection Regulations ("GDPR") which promotes good conduct in relation to processing personal information. These principles are as follows:

- Personal Data shall be processed fairly and lawfully.
- Personal Data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any matter incompatible with that purpose or those purposes.
- Personal Data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
- Personal Data shall be accurate and, where necessary, kept up to date.
- Personal Data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
- Personal Data shall be processed in accordance with the rights of data subjects under the Regulations.
- Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction, or damage to personal data.
- Personal Data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

3. In collecting information, the Club will only collect that information which is relevant to Club matters.

4. We will collect the following types of information: Personal Information e.g. name, address, date of birth, telephone number, email address; and Sensitive Information e.g. information on medical conditions and medication, gender, disability, race, etc.

5. The Club will use information provided by members only for the following reasons:

- The Club Membership Secretary uses the information to maintain current membership listings as required
- Club coaches use some of the information, particularly that relating to age and medical conditions, to plan training programmes.



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- Club coaches need to know of the medical information relating to any player to ensure that they do not ask the individual to undertake any athletic activity which would be harmful to their health.

- The Team Managers use the information to compile team lists for matches, and keep records of matches competed in.

- Communication regarding club social and other related events
- Anonymised data may be shared with a funding partner as condition of grant funding e.g. Local Authority
- Anonymised data may be analysed to monitor club trend.

6. The Club will retain such records for 2 seasons after the last membership payment or renewal and then will securely destroy all personal data with the exceptions of match performance data.

7. The Club will release information about members to people outside the Club only in the following circumstances:

- Where there is a legislative requirement to do so.
- Where there is an obvious medical reason to do so.
- In order to meet the requirements of matches in which the Club is competing.

8. Responses to Data requests will be completed within 1 calendar month of the request.

9. Where information requests are made by a third party the Club will pass on to the third party only that information which is required in order to comply with legislative or competition requirements.

10. Breaches will be notified to the ICO within 72 hours. These include data;

- lost or not protected
- obtained through unlawful disclosure or unauthorised access
- recorded inaccurately and/or in a misleading manner
- provided to a third party without permission
- held longer than required
- used for unlawful purposes

11. All who have access to and handle any personal data held by or on behalf of Chieveley Cricket Club in line with individual's data protection rights and are fully aware of and abide by their duties under the Regulations.