

Sedgefield Squash Club

General Data Protection Regulations Privacy Policy



About this policy

This policy explains when and why Sedgefield Squash Club collect personal information about our members and how we use it; keep it secure and club member's rights in relation to it. We will collect, use and store personal data, as described in this Data Protection Policy when people engage in activities at the club. Normally this will be through some level of membership.

We reserve the right to amend this Data Protection Policy from time to time without prior notice. You are advised to check our Club notice board or website regularly for any amendments We will only share your personal data with any third parties as outlined below.

We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk).

Responsible person

For the purposes of the GDPR, The Club Membership Secretary will be the "controller" of all personal data we hold about club members and others. The Membership Secretary is responsible for making sure the club complies with the General Data Protection Regulation (GDPR) which applies from 25 May 2018. We will review personal data every year to establish whether we are still entitled to process it or not.

Member's rights

You have rights under the GDPR:

- To access your personal data
- To be provided with information about how your personal data is processed
- To have your personal data corrected
- To have your personal data erased in **certain circumstances**
- To object to or restrict how your personal data is processed in **certain circumstances**

For more details, please address any questions, comments and requests regarding our data processing practices to the Club Secretary

Specific use and sharing of personal information

Your personal data will be recorded when you join the club. In general your personal data will only be used for the purposes of membership management (renewals etc.) and your email and telephone numbers may be used for communication about news or events at the club, competition entries/results and other important notices etc. This data will be shared with our parent organisation, Sedgefield Community Association. Your name/address and email address will be shared, subject to your consent, with our current National Governing Body (England Squash). Contact phone numbers are shared, subject to your permission, with other members to enable contact for internal competitions or leagues. Your personal data will not be passed to anyone else outside the club and your email will only be given to someone outside the club with your permission.

The Lawful reasons for processing your data.

- (a) Processing of your data is necessary for the administration of your membership of both Sedgefield Squash Club and Sedgefield Community Association.
- (b) The submission of data to England Squash provides personal liability insurance cover when you register your membership with them

The tables below give further explanation of which lawful reason applies to which data, why we collect it and who we may be required to share it with. The club will make every effort to ensure data is only shared with organisations that are GDPR compliant.

What Information we collect, why we collect it, and who we share it with

In addition to the reasons stated below we may have to disclose your data where we have an inescapable legal obligation.

Data processed as a requirement of managing your membership

Type of information	Purpose	Shared with
Member's address, telephone numbers, e-mail address	Managing the Member's membership of the Club and club insurance purposes.	Committee and associated working groups Sedgefield Community Association
Date of birth	Managing membership categories and competitions which are age related.	
Gender.	Managing competitions which are gender related	

Data processed with your consent

The club may be asked to share personal information we process about an individual with an appropriate National Governing Body (NGB).

The club will seek consent in the application form before processing any information as outlined below.

Type of information	Purpose	Shared With
Member's address, telephone numbers, e-mail address	Managing the Member's membership of the Club.	England Squash
Date of birth / age related information.	Managing membership categories which are age related. Age related competition opportunities	
Gender.	Gender related competition opportunities	
Contact telephone number	To allow contact from other members to play internal competitions and leagues	Other club members

Enquiries and other communications with the club

When enquiring about the club we may hold your details for a period of time to deal with the enquiry. Any emails and other communications with the club will only be retained for a period of time appropriate to the content or request. Club emails will be purged on a regular basis.

Juniors

For juniors who attend group coaching sessions, organised by the Junior Squash Club, the following additional data will be recorded

Type of information	Purpose	Shared With
Parents contact details	In case of an emergency or accident whilst the junior is being coached	Junior Coaches
Medical Information		

How we protect your personal data

The Membership Secretary will process membership information electronically and hold all information in a password protected spreadsheet, accessible only by themselves and the Club Secretary. Paper copies of data will be held by the Membership Secretary at home in a locked filing cabinet. If it is necessary to transport data it will be kept secure.

Junior contact forms are kept in a locked cabinet at the squash club and email addresses are kept electronically in a Dropbox folder that is only accessible by the junior coaches.

E-mail correspondence to members is undertaken in a manner that prevents the circulation list being viewed (eg blind copying or using an automatic marketing programme such as Mailchimp)

In the unlikely event of a breach of the security of data we will notify members promptly and we will never sell or pass on your personal data.

Request to see your personal information

If you wish to know what personal data the club holds please email the Club Secretary and they will respond within 7 days of the request (depending on availability).

Accuracy and retention of data

Each individual member is responsible for keeping the Membership Secretary informed of changes to their data (e.g. address/telephone number etc. and this is updated at least once a year at renewal and you are at that time authorising the club to hold such data on file.

Data is kept on file by the Membership Secretary and is deleted if a member leaves the club. It may be kept for a longer period for reasons of legal and civil action or other ongoing case management. Names and match results may be kept indefinitely for reason of historical significance – e.g. on trophies, plaques and other awards.