



## **SHENFIELD CRICKET CLUB**

22A Chelmsford Road, Shenfield, Essex CM15 8RQ  
Tel. 01277 210108



Website: [www.shenfield.cc](http://www.shenfield.cc) Twitter: [https://twitter.com/Shenfield\\_CC](https://twitter.com/Shenfield_CC) E-mail: [mail@shenfield.cc](mailto:mail@shenfield.cc)

### **DATA PRIVACY POLICY**

#### **1. About this Policy**

- 1.1 This policy explains when and why we collect personal information about our members and instructors, how we use it and how we keep it secure and your rights in relation to it.
- 1.2 We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.
- 1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website for any amendments (but amendments will not be made retrospectively).
- 1.4 We will always comply with the General Data Protection Regulation (**GDPR**) when dealing with your personal data. For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

#### **2. Who are we?**

- 2.1 Shenfield Cricket Club.  
22A Chelmsford Road,  
Shenfield,  
Essex,  
CM15 8RQ  
Tel. No 01277 210108  
Email: [mail@shenfield.cc](mailto:mail@shenfield.cc)

#### **3. What information we collect and why.**

<b>Type of information</b>	<b>Purposes</b>	<b>Legal basis of processing</b>
Colts name, date of birth and school year.	Managing the Colts membership of the club including membership categories which are age related.	Performing the club’s contract with the Colts member. For the purposes of our legitimate interests in operating the club.
Associate (Parent) member’s name, address, telephone numbers, e-mail address(es).	Managing the associate member’s membership of the Club.	Performing the Club’s contract with the Member. For the purposes of our legitimate interests in operating the Club.
Emergency contact details	Contacting next of kin in the event of emergency	Protecting the Member’s vital interests and those of their dependants
Photos and videos of Colts members whilst playing and training.	Putting on the Club’s website and social media pages and using in press releases.	<b>Consent.</b> We will seek the Member’s consent on their membership application form and each membership renewal form and the Member may withdraw their consent at any time by contacting us by e-mail or letter.
Colts name, Associate (Parent) member’s name and e-mail address	Share data with the clubs age group team managers.	For the purposes of our legitimate interests in administering match day team details and results, administering and managing training sessions.
	Share data with club coaching staff or officials.	
	Share data with leagues and county associations.	

Associate (Parent) member's name, e-mail address(es).	Share data with committee members	Provide information about club activities and/or social events.
Volunteer Coaches name, address, email addresses, phone numbers and relevant qualifications and/or experience.	Managing coaching sessions at the club.	For the purposes of our legitimate interests in ensuring that we can contact those offering coaching and provide details of coaches to members.
Age Group Managers name, telephone number and email address(es).	Share data with the relevant cricket district board for wider distribution across the county with other associated cricket clubs.	For the purposes of our legitimate interests in ensuring that contact with other team managers can take place in the organisation of matches.
Anonymised data	Shared with funding partners.	As a condition of grant funding (e.g: Local Authority)

#### 4. How we protect your personal data

- 4.1 We will not transfer your personal data outside the EU without your consent.
- 4.2 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.
- 4.3 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- 4.4 For any payments which we take from you online we will use a recognised online secure payment system.
- 4.5 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

#### 5. Who else has access to the information you provide us?

- 5.1 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law or as set out in the table above or paragraph 5.2 below.
- 5.2 We may share your data with cricketing partners such as Essex Cricket and its subsidiaries, the ECB, other district cricket organisations and third- party data managers that we appoint as data processors as part of administering your involvement in cricket.
- In the event of a medical or child protection issue, the club may disclose certain information to medical professionals, the police, social services, courts and potentially to legal and other advisors involved in any investigation.
- We will not transfer your data to any other third parties without obtaining your consent and, where possible, will anonymise your data before sharing.
- We will also not share any other personal data you provide to us that is not cricket related data. We may pass your personal data to third parties who are service providers, agents and subcontractors for the purposes of completing tasks and providing services to you on our behalf (e.g. printing of newsletters and send you mailings).
- However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes.

#### 6. How long do we keep your information?

- 6.1 We will hold your personal data on our systems for as long as you are a member of Shenfield Cricket Club and for as long afterwards as is necessary to comply with our legal obligations.
- We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment exercise or defence of legal claims.
- 6.2 We securely destroy all financial information once we have used it and no longer need it.

#### 7. Your rights

You have the following rights under data protection legislation:

- 7.1. To access a copy of the information comprised in your personal data;
- 7.2. To object to processing of your personal data that is likely to cause or is causing damage or distress;

- 7.3. To prevent processing for direct marketing;
- 7.4. To object to decisions being taken by automated means;
- 7.5. In certain circumstances, to have inaccurate personal data rectified, blocked, erased or destroyed; and
- 7.6. To claim compensation for damages caused by a breach of data protection legislation.

### **Complaints**

If you have any concerns or complaints in relation to how Shenfield Cricket Club collects and/or processes your personal data, you should contact Shenfield Cricket Club's data protection officer in the first instance. If you are dissatisfied with how your concern/complaint is dealt with by Shenfield Cricket Club, you have the right to report your concern/complaint to the Information Commissioners Office ([www.ico.org.uk](http://www.ico.org.uk)).