

## Duffield Cricket Club Privacy Notice

Duffield Cricket Club take the protection of the data that we hold about you as a member seriously. We will only use personal data that you provide us with to manage and administer the membership of the club for you or your child, to keep in contact with you for these purposes, and to inform you about the activities of the club.

We are committed to respecting your privacy and will ensure that the data you provide is processed in accordance with data protection legislation.

Under the General Data Protection Regulation (May 2018) we are required to provide you with certain details regarding how your personal data will be used and protected. Please read the full privacy notice below carefully to see how the Club will treat the personal information that you provide to us.

Closed Circuit TV is installed at our Pavilion to protect the assets of our club, and our members. A Privacy Policy relating to CCTV forms an Appendix to this policy.

Data Controller	Duffield Cricket Club
Categories of personal data we collect	<ul style="list-style-type: none"> <li>• Name and date of birth</li> <li>• Gender</li> <li>• Contact details</li> <li>• Medical/specific requirements</li> <li>• Disability information</li> <li>• Emergency contact details</li> <li>• Parental/Guardian Consent (e.g. photography/video, First Aid)</li> </ul>
Our sources of personal data	<ul style="list-style-type: none"> <li>• Senior members at registration</li> <li>• Parents/legal guardians of junior members at registration</li> <li>• Junior Consent Form</li> <li>• Play Cricket database</li> <li>• Team App database</li> <li>• ECB All Stars database (Clubspark)</li> </ul>
Purposes for which we process personal data	<ul style="list-style-type: none"> <li>• Registering players to play in leagues/competitions, and to record their participation</li> <li>• Administering membership of the club, and communicating with members and parents regarding fixtures, training sessions, and other activities at the club</li> <li>• Recording parental/guardian consent.</li> <li>• Registering attendance at junior training sessions</li> <li>• To support safeguarding members by having access to information regarding medical conditions/specific requirements and emergency contact details.</li> <li>• Nominating junior members for representative trials being conducted by Derbyshire Cricket Board or Amber Valley Cricket Development Group</li> <li>• Aggregate level reporting when we are required to provide information on the overall profile of our membership to Derbyshire Cricket Board, the England &amp; Wales Cricket Board (ECB), or in support of applications for funding.</li> <li>• Quality and improvement monitoring.</li> </ul>

<p>Who we will disclose your personal data to:</p>	<ul style="list-style-type: none"> <li>• Team App is a third-party software provider that we use to support administration of the club and communication with our members. As part of the Team App registration process members consent to share personal data with Team App in line with their Privacy Policy.</li> <li>• All Stars are registered in a central ECB database (Clubspark). At registration Parents/Guardians consent to the use of the data administered in Clubspark in line with the ECB Clubspark Privacy Policy. Clubspark Privacy Policy: <a href="https://ecb.clubspark.uk/PrivacyPolicy">https://ecb.clubspark.uk/PrivacyPolicy</a></li> <li>• Junior Managers will have secure access to personal data via Team App so that they communicate with parents on matters relating to junior cricket, and so they can assess medical information or emergency contact details if required. Team App Privacy Policy: <a href="https://www.teamapp.com/privacy">https://www.teamapp.com/privacy</a></li> <li>• All Stars Activators may have secure access to personal data via Clubspark so that they communicate with parents on matters relating to All Stars, and so they can assess medical information or emergency contact details if required.</li> <li>• Captains of senior teams will have access to some personal data via Team App, but this will be limited to those senior and junior players playing senior cricket.</li> <li>• We will sometimes use third-party software provided by Mailchimp to distribute e-mail communications to club-members. Mailchimp Privacy Policy: <a href="https://mailchimp.com/legal/privacy/">https://mailchimp.com/legal/privacy/</a></li> <li>• To register and record the participation of members in leagues and competitions we will need to hold their personal data in the Play Cricket database, administered by the ECB in line with their Privacy Policy. ECB Play Cricket Privacy Policy: <a href="https://www.play-cricket.com/privacy">https://www.play-cricket.com/privacy</a></li> <li>• To nominate junior players for representative trials we are required to provide personal data on those players nominated to the Derbyshire Cricket Board (DCB) who administer both County and District Development Group trials. Any data will be subject to the DCB Privacy Policy, and we will seek parental consent prior to releasing data on any player. DCB Privacy Policy: <a href="http://www.dcbcricket.com/about-us/policies/data-protections">http://www.dcbcricket.com/about-us/policies/data-protections</a></li> </ul>
<p>Legal basis for processing your personal data</p>	<ul style="list-style-type: none"> <li>• The legal basis for the collection and processing of your personal data is:</li> <li>• For administration and programme delivery: that it is necessary to fulfil the services we need to deliver to those who are members of our club.</li> <li>• For dealing with medical needs: that you have given your explicit consent or in the child's vital interests.</li> <li>• In all other cases: that it is necessary for our legitimate interests which are to build a programme to encourage participation in cricket and our club, and does not prejudice or harm rights and freedoms of parents / guardians or the children that join the programme.</li> </ul>
<p>Your right to withdraw consent</p>	<ul style="list-style-type: none"> <li>• We request your consent to use your personal data, or that of your child, to administer membership of the club and our teams, and to keep you informed about the activities of the club. We request this in the Duffield CC Team App registration process, and for junior members we also request this via the parental consent form.</li> <li>• Where you have given your consent to any processing of personal data, you have the right to withdraw that consent at any time. If you do, it will not affect the lawfulness of any processing for which we had consent prior to your withdrawing it.</li> </ul>

How long will we keep your personal data for	<ul style="list-style-type: none"> <li>• We will not retain your personal data for longer than is reasonable or necessary for the purposes for which it was collected. We shall retain your personal data for such time as you are registered with Duffield Cricket Club as a member</li> <li>• Within one year after you cease to be a member of Duffield Cricket Club, or play an active part in the club, we shall delete your data.</li> </ul>
Your rights in respect of your personal data	<ul style="list-style-type: none"> <li>• You have the right of access to your personal data and, in some cases, to require us to restrict, erase or rectify it or to object to our processing it, and the right of data portability.</li> </ul>
Our contact details	<ul style="list-style-type: none"> <li>• Ian Hadfield (Chairman, Duffield Cricket Club)</li> <li>• E-mail: <a href="mailto:duffieldcc@googlemail.com">duffieldcc@googlemail.com</a></li> </ul>
Complaints	<ul style="list-style-type: none"> <li>• If you have any concerns or complaints about how we are handling your data please do not hesitate to get in touch with the named person at the club. You can also contact the Information Commissioner's Office.</li> </ul>

Duffield Cricket Club  
May 2019

## APPENDIX

### Data Protection – CCTV Privacy notice Duffield Cricket Club

This notice sets out how **Duffield Cricket Club** uses your personal information which may be recorded on our CCTV system. This notice explains how we comply with the law on data protection and what your rights are and for the purposes of data protection laws we will be the controller of any of your personal information recorded on our CCTV system.

Our Chairman, Ian Hadfield, has overall responsibility for data protection compliance in our organisation, and his contact details are provided in the “**Contacting us**” section at the end of this privacy notice.

#### 1. What information may we hold / process that will relate to you?

We may collect from you video recordings and still pictures which feature you if you are in the field of vision of any of our CCTV system. This personal information may include your activities, your face, car registration details and other visual information about you which is recorded on our CCTV system.

We may also collect personal information about you if you, your representative or a person authorised by you contacts us regarding an enquiry, complaint or other communication.

#### 2. What do we do with your personal information?

As the data controller we will collect personal information on our CCTV system and use it for the following purposes:

- To maintain the security of our Pavilion, and immediate surrounding area
- For the prevention and detection of crime
- For evidence in any civil or criminal legal proceedings
- To assist in investigations
- Dealing with any queries, complaints or enquiries
- Retaining records

As well as being the purposes for which we use your personal information, all of the above are also legitimate reasons for us to use and store personal information relating to you which is captured on our CCTV system and legitimate interests is our legal basis for processing your personal information.

We may anonymise any of the personal information we hold on our CCTV system (so that it does not directly identify you, for example by obscuring your face) and it therefore ceases to be your personal information. We may use this anonymised information for any other purposes.

#### 3. Who we share your personal information with

Secure access to personal data collected is limited to a controlled group of 3 senior members of Duffield Cricket Club.

We may share your personal information with the following parties:

- **The police and other law enforcement agencies:** to carry out policing, assist investigations, trace missing people and investigate alleged criminal activities.
- **The security services:** where relevant for matters of national security.
- **People who have been injured, attacked or had property damaged or stolen and their insurance providers:** to assist them with any criminal or civil investigations or legal proceedings.
- **Private and other investigators:** to aid their investigations.
- **Any relevant regulators:** where we are required to do so by law or to assist with their investigations or initiatives, and this includes but is not limited to the Information Commissioner's Office.

We do not disclose personal information to anyone else except as set out above unless we have your consent or we are legally obliged to do so. We do not sell your data.

#### **4. Transferring your personal information internationally**

The personal information we collect about you is not transferred to or stored in countries outside of the UK or European Union except as set out in this section.

Those members with controlled access to data may in limited circumstances access personal information outside of the UK and European Union if they are on holiday abroad outside of the UK or European Union. If they do so they will be using our security measures and will be subject to their arrangements with us which are subject to English Law and the same legal protections that would apply to accessing personal data within the UK.

In limited circumstances the people to whom we may disclose personal information from our CCTV system as mentioned in section 3 above may be located outside of the UK and European Union. In these cases we will impose any legally required protections to the personal information as required by law before it is disclosed.

If you require more details on the arrangements for any of the above then please contact us using the details in the "**Contacting us**" section below.

#### **5. How long do we keep your personal information for?**

We will keep your personal information for up to approximately 30 days after the recording was made. After this time the recording stored on the hard drive of our CCTV system will usually be overwritten. However if we receive an enquiry about a particular recording on our CCTV we will generally then retain that part of the recording until it is no longer required. This period can vary as it will depend upon the circumstances of the particular case, but for criminal or civil legal proceedings this could mean that the personal information is retained until after the legal case and any appeals have been concluded, which may be many years. As soon as it is no longer required we will then delete the personal information.

#### **Your rights in relation to your personal information**

You have the following rights in relation to your personal information:

- the right to be informed about how your personal information is being used;
- the right to access the personal information we hold about you;
- the right to request the correction of inaccurate personal information we hold about you;
- the right to request the erasure of your personal information in certain limited circumstances;
- the right to restrict processing of your personal information where certain requirements are met;
- the right to object to the processing of your personal information;
- the right to request that we transfer elements of your data either to you or another service provider; and
- the right to object to certain automated decision making processes using your personal information.

You should note that some of these rights may not always apply as they have specific requirements and exemptions which apply to them and they may not apply to personal information recorded and stored in our CCTV system and also other of these rights will not be relevant to personal information stored in a CCTV system.

There is no legal, contractual or other requirement or obligation for you to provide our CCTV system with your personal information.

More information about your legal rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>.

To exercise any of the above rights, or if you have any questions relating to your rights, please contact us by using the details set out in the "**Contacting us**" section below.

If you are unhappy with the way we are using your personal information you can also complain to the UK Information Commissioner's Office or your local data protection regulator in the European Union if you are based outside the UK or bring a claim in the courts. However we are here to help and would encourage you to contact us to resolve your complaint first.

#### **6. Changes to this notice**

We may update this privacy notice from time to time. You are encouraged to regularly check for any updated version of this privacy notice.

#### **7. Contacting us**

In the event of any query or complaint in connection with the personal information we hold about you or if you would like more information about or to exercise your rights, you can contact our Chairman, Ian Hadfield at [duffieldcc@googlemail.com](mailto:duffieldcc@googlemail.com).

Duffield Cricket Club  
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