

Seaford Cricket Club

Privacy & Data Usage Policy

last updated 3rd April 2018

About Us

This website www.seafordcc.co.uk (this Website) and www.seaford.play-cricket.com (our ECB Play-Cricket site) is operated by Seaford Cricket Club (the club), a Community Amateur Sports Club (CASC) registered in England & Wales.

Unless stated otherwise, the club is the data controller in respect of all personal data collected on this Website and through any other club channels, which means that we are responsible for ensuring that we do so in full compliance with data protection and all other related privacy laws.

This Privacy Policy explains what information is collected about you, how it is used, and the steps taken to ensure that it is kept secure. We also explain your rights and how to contact us.

Links to other websites

Please note, this Website may contain links to other websites that are not controlled by us. These links are provided for your convenience. We are only responsible for our own privacy practices and our security of this Website. We recommend that you check the privacy and security policies and procedures of each and every other website that you visit.

The Information we Collect & its Sources

In order to provide the members of the club with a suitable experience, we will obtain details including:

- **Contact details** of all members at the club. This includes full name, address, email address & contact telephone numbers.
- **Date of birth** for purposes of player registration with the club's affiliated cricket leagues. For example, to determine the eligibility of a junior member to play in a respective age group team.
- **Supporting information** that is relevant to a member's needs; such as any medical information, allergies or treatment that may need to be given to help a member whilst in attendance at a club training session or match. Junior members are specifically asked for this information when registered as a member by a parent/guardian.
- **Gender/Disability/Ethnicity information**
- **Feedback** we receive from you

The information will be obtained from this website, hardcopy membership forms, telephone conversations, emails, written or verbal communications and from records of training sessions & matches.

We may supplement the information that you provide with other information that we obtain from our dealings with you (such as other events you or someone you book for have attended, achievements in cricket and details from other ECB services you use or have used such as Play-Cricket) or which we receive from other organisations, such as the All Stars Cricket programme.

Information about other people

If you provide information to us about any person other than yourself, you must ensure that they understand how their information will be used and that you are authorised to disclose it to us, and to consent to its use on their behalf, before doing so.

IP addresses

In order to understand how users use this Website and our services, we may collect your Internet Protocol addresses (also known as IP addresses). Your IP address is a unique address that computer devices (such as PCs, tablets and smartphones) use to identify themselves and in order to communicate with other devices in the network.

Cookies

In common with many other website operators, we may use standard technology called 'cookies' on this Website. Cookies are small pieces of information that are stored by your browser on your computer's hard drive and they are used to record how you navigate this Website on each visit.

Our cookies are used to enable us to develop our Website and to enable you to properly navigate it. We use cookies to collect personal information to enable us to reflect our users interests and by noting who has seen which pages, properties and advertisements (including click through from emails), how frequently particular pages are visited and to enable us to determine the most popular areas of this Website.

We may use cookies to enrich your experience of using this Website by allowing us to tailor what you see to what we have learned about your preferences during your visits to this Website. Sometimes we may use services of third parties and they may use cookies on our behalf in order to provide their services.

The cookies we use on this Website can be found at www.seafordcc.co.uk/cookies.

You may also get cookies (including Flash cookies) from our advertisers if you click on their links or adverts. You should check their privacy and security policies to understand how they use these.

Preventing use of cookies

Most browsers automatically accept cookies, but you can usually change your browser to prevent cookies being stored. With experience, you can usually choose to switch off all cookies or to allow only certain 'trusted' sites to place cookies.

For further information on cookies and Flash cookies and how to switch them off see the Information Commissioner's website at www.ico.gov.uk or visit www.allaboutcookies.org or www.aboutcookies.org.

PLEASE NOTE, IF YOU DO TURN COOKIES OFF, THIS WILL LIMIT THE SERVICE THAT WE ARE ABLE TO PROVIDE TO YOU AND MAY AFFECT YOUR USER EXPERIENCE.

How we will use your Information

All personal information that we obtain about you and/or any other person whose details you provide will be recorded, used, and protected by us in accordance with current data protection legislation, our Codes of Conduct and this Privacy Policy. We will primarily use the personal information:

- For registration and general administration (including verification, security checking, match & training management)
- To provide you, the member with a suitable membership experience
- To communicate with you in the event that there is a query or problem with your membership experience
- For record keeping purposes
- For research purposes and to enable us to understand requirements of our membership and develop the club.

- To keep under review equal opportunities within the club or ethnicity information to enable us to monitor and ensure compliance with anti-discrimination policies or to comply with our obligations to the ECB and the County Cricket Boards.
- To track and analyse activity on this Website
- To create an individual profile for you so that we can enhance your user experience, to understand and respect your preferences and to provide newsletters and details of relevant events and opportunities where you have agreed to receive them.

Consent and lawful processing of personal data

The legal basis for the collection and processing of your personal data is:

- **For administration and programme delivery:** that it is necessary to fulfil the membership agreement that you are going to enter into or have entered into with us
- **For dealing with medical needs or safeguarding issues:** that you have given your explicit consent. In the event of a medical issue or child protection issue arising, the club may disclose certain information to doctors or other medical specialists and/or to police, children's social care, the Courts and/or probation officers and, potentially to legal and other advisers involved in an investigation.
- **For direct marketing:** that you have given your consent
- **For Sports equality and inclusion monitoring:** that you have given your explicit consent by answering the question. Whilst it is not compulsory that you disclose this information, the following paragraph explains why it is important. Sport can and does play a major role in promoting the inclusion of all groups in society. However, inequalities have traditionally existed within sport, particularly in relation to gender, race and disability. Sport England is committed to promoting and developing sports equity, which is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. By monitoring the profile of young people in sports clubs, national governing bodies of sport and Sport England can identify any issues relating to under-representation of different groups and can together develop strategies to ensure that all young people have the opportunity in the future to develop and progress in sport.
- **In all other cases:** that it is necessary for our legitimate interests which are to grow the membership of the club and to encourage participation in cricket and this does not prejudice or harm rights and freedoms of parents/guardians or the children that join the club.

Disclosing your personal information

In order to provide our products and services, we may, occasionally, appoint other organisations to carry out some of the processing activities on our behalf. These may include, for example, technology hosts and printing companies. In these circumstances, we will ensure that personal information is properly protected and that it is only used in accordance with this Privacy Policy.

Club Officials use of your personal information

In order to administer the club, we will provide relevant details to various club officials. A list of club officials can be found at www.seafordcc.co.uk/club-officials. We only permit club officials to use this information in accordance with their specific job role within the club. They are not permitted to use it for any other purpose.

Payment information

We accept your payment information through a number of third-party payment providers, these include GoCardless, iZettle & Stripe. The payment information you provide will only be available in full to these payment providers. This will not be available to the club or its officials.

Club Invitations, Newsletters & Events

We would like to contact you and/or any person whose information you provide to us (where you have agreed to us contacting you) through newsletters and to tell you and/or them about events that are available and about a range of other initiatives in a number of ways, including by text message or by email. Details of how to opt-in to or opt-out of receiving newsletters and details of events are on relevant pages of this Website, in relevant forms you complete and/or in the electronic message you receive.

Preferences / Subscribe / Unsubscribe

You and any other person whose information you have provided to us can change your/their mind about whether you wish to receive details of events and invitations at any time by using any of the methods shown below (see the section '**How to contact us**' below) or by following the instructions with each offer you/they receive.

Security

We take the security of personal information seriously. We employ security technology, including firewalls, and Secure Socket Layers (SSL certificates) to safeguard information and have procedures in place to ensure that our paper and computer systems and databases are protected against unauthorised disclosure, use, loss and damage.

We only use third party service providers where we are satisfied that they provide adequate security for your personal data.

Data Retention

We will normally keep your personal data for two years. If, after this point, you have not renewed your membership and are no longer part of the club, we will keep only minimal personal data about who has played/attended matches, an outline of any incidents at the matches/sessions and any preferences or consents.

We expect to contact you at least every two years to ensure you are still happy to hear from us according to the preferences you have provided to us.

Use of your Information outside of Europe

We do not currently transfer personal data outside of the United Kingdom or the European Economic Area. If this changes and we do need to transfer your personal data to other territories, we will take proper steps to ensure that it is protected in accordance with this Privacy Policy and applicable privacy laws.

Changes to this Privacy Policy

Privacy laws and practice are constantly developing and we aim to meet high standards. Our policies and procedures are, therefore, under continual review. We may, from time to time, update our security and privacy policies. If we want to make any significant changes in how we will use your personal data we will contact you directly and, if required, seek your consent.

We will ensure our Website has our most up to date policy and suggest that you check this page periodically to review our latest version.

Updating & Correcting Information

You may update or correct your personal information online within the membership area of the website or by contacting us in writing or by email (see the section '**How to contact us**' below). Please include your name, address and/or email address when you contact us as this helps us to ensure that we accept amendments only from the correct person. We encourage you to promptly update your personal information if it changes.

If you are providing updates or corrections about another person, we may require you to provide us with proof that you are authorised to provide that information to us.

Your Rights

You have a number of legal rights in respect of your personal data. These include:

- **Access.** The right to receive a copy of the personal data that we hold about you. The same right applies to any other person whose personal data you provide to us. We will require proof of identity and proof of authority if the request comes from someone other than the person whose data we are asked to provide. This will ensure we only provide information to the correct person. We normally expect to respond to requests within 28 days of receiving them.
- **Withdraw consent to direct marketing.** You can exercise this right at any time and can update your preferences yourself or ask us to do it for you (see section 'Updating and correcting your personal data' above for details).
- **Withdraw consent to other processing.** Where the only legal basis for our processing your personal data is that we have your consent to do so, you may withdraw your consent to that processing at any time and we will have to stop processing your personal data. Please note, this will only affect new membership activity and does not mean that processing carried out before you withdrew your consent is unlawful.
- **Rectification.** If you consider any of your personal data is inaccurate, you can correct it yourself or ask us to do it for you (see section 'Updating and correcting your personal data' above for details).
- **Restriction.** In limited circumstances you may be able to require us to restrict our processing of your personal data. For example, if you consider what we hold is inaccurate and we disagree, the processing may be restricted until the inaccuracy has been verified.

How to Contact Us

Email	seafordcricket@gmail.com
Mail	Data Protection Officer Seaford Cricket Club The Salts Recreation Ground Seaford BN25 1DR
Phone	07896 462422