

## Data Protection Policy and Privacy Notice

### Introduction

Hadleigh and Thundersley Cricket Club (H&TCC) will process personal data supplied with us in accordance with the Data Protection Act (2000). The information you provide will be processed on the lawful basis of contractual requirement, on the basis of legitimate interest and/or by consent, to enable our cricket club to fulfil its aims and objectives set out in our Constitution:

- To promote and encourage the playing of cricket;
- To provide social and recreational facilities for its Members;
- To promote the development of cricket in the Community of Castle Point Borough;
- To meet the needs of local community groups within the Castle Point area by providing access to facilities for their use, subject to approval granted by the Club's Management Committee.

These are tasks or functions that have a clear basis in law, and/or the processing is necessary for a contract H&TCC have with an individual, and/or the individual has given consent for the processing of their personal data for a specific task.

### Rights of Individuals and Members

Members and other individuals have the following statutory rights concerning the storage of any personal information held by the club:

1. The right to be informed;
2. The right of access;
3. The right to rectification;
4. The right to erasure;
5. The right to restrict processing;
6. The right to data portability;
7. The right to object;
8. Rights in relation to automated decision making and profiling

The Club abides by the following principles concerning Personal Data collection. All personal data is:

1. processed fairly, lawfully and transparently;
2. collected for specified, explicit and legitimate purposes;
3. adequate, relevant and limited;
4. accurate and, where necessary, kept up to date;
5. kept for no longer than is necessary;
6. processed in a manner that ensures appropriate security of the personal data

### Processing of Information

Personal data will be shared between club officials and volunteers within H&TCC, by permission of Management Committee, and with selected third parties for purposes connected with H&TCC performing a task or function, including:

- Administration of club membership subscriptions and records;
- Communication with members about social events, forthcoming sports fixtures, and other matters of interest to club members;

- Ensuring that members who play cricket for our club are registered with the relevant league authorities, where registration is required to participate in these;
- Participation in cricket programmes, such as the ECB's All Stars programme;
- To assist with our duty of care to members so they can participate in our club's cricket or social activities in a safe, welcoming and inclusive environment;
- Administration of club hire booking requests and agreements;
- Monitoring and recording of external communications for reasonable record-keeping purposes;
- Market research at the bar to help us improve the goods and services we offer;
- To comply with legal requirements, for example maintenance of CASC status, staff employment records, Gift Aid claims, and tax returns;

Third parties with whom information may be shared are:

- England and Wales Cricket Board (ECB)
- Essex County Cricket Board
- South Essex Cricket Participation Group (SECPG)
- Shepherd and Neame Essex League (SNEL)
- Essex Sunday League (ESL)
- Castle Point Borough Council
- Her Majesty's Revenue and Customs (HMRC)
- Disclosure and Barring Service (DBS)

Aggregated analysis of personal data may also be shared with the Information Commissioner's Office (ICO), South Essex Cricket Participation Group (SECPG) and the England and Wales Cricket Board (ECB). Consent will be sought in accordance with the Data Protection Act should there be a requirement to share information with any other third parties outside of those listed above.

### Data Retention

We will normally keep your personal data for two years unless we say otherwise in the privacy notice you are given. If, after this point, you have not taken up any further services, we will keep only minimal personal data about goods or services you have had from us, an outline of any incidents and details of any preferences or consents.

### Data Security

We take the security of personal information seriously. Club officials and volunteers with access to personal information commit to maintaining high standards of information security and take reasonable precautions to protect this.

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

### Who to Contact for Data Protection Questions

Any individual may write to the Hon. Secretary about H&TCC's commitment to the Data Protection Act and the General Data Protection Regulation.