

Marchmont Cricket Club - Privacy Notice

Rev 0 – May 2018

Marchmont Cricket Club (Club) are committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, the Secretary has the ultimate responsibility as Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way. The Social Media and Website manager holds responsibility jointly for any data held as part of Marchmont Cricket Club controlled online presence.

What personal data we hold on you

You may give us information about you by filling in forms at an event or online, or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you register with the Club, (whether as a playing or non-playing member). The information you give us may include your name, date of birth, address, e-mail address and phone number.

Keeping us up to date

We will usually only contact you by means of electronic communication. For this reason we are likely to hold your email address and other electronic contact details. We can only send information to your last known address. You are expected to assist us by providing us with details any change of contact details.

Why we need your personal data

The reason we need your Data is to be able to administer your membership, and provide the membership services you are signing up to when you register with the club. Our lawful basis for processing your personal is that we have a contractual obligation to you as a member to provide the services you are registering for.

Reasons we need to process your data include:

For training and competition entry

- sharing personal data with club coaches or officials to administer training sessions;
- sharing personal data with club team captains or secretary to enter events;
- sharing personal data with leagues, associations (including both local and national) and other competition providers for entry in events.

For funding and reporting purposes

- sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority;
- analysing anonymised data to monitor club trends; and

For membership and club management

- processing of membership forms and payments;
- sharing data with committee members to provide information about club activities, membership renewals or invitation to social events;
- club newsletter promoting club activity; and
- publishing of competition results

Marketing and communications (where separate consent is provided)

- sending information about promotions and offers from sponsors;
- sending information about selling club kit, merchandise or fundraising.

On occasion we may collect personal data from non-members (e.g. such as any non-member participant who wishes to trial at the club prior to becoming a member). This information will be stored for 52 weeks after an event and then destroyed securely. Our lawful basis for processing data is consent. Therefore, we will also need explicit consent from non-members to process this data, which we will ask for at the point of collecting it.

The club has the following social media pages:

- Facebook
- Twitter
- WhatsApp

All members are free to join these pages. If you join one of the Social Media pages, please note that provider of the social media platform(s) have their own privacy policies and that the club do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data on the club social media pages.

Who we share your personal data with

When you become a member of the Club, you will also automatically be registered as a member of Club on the East of Scotland Cricket Association (ESCA) player registration pages, which may also include PlayerReg. We will provide ESCA with your data which they will use to ensure valid and unique player registration.

The Club does not supply any personal data it holds to any other third party without prior consent. This includes other governing bodies, such as Cricket Scotland. By exception, for example where a member holds an office bearer role and therefore may need to be contacted by a relevant third party, we will pass contact information limited to name, email address and phone number to the third party.

The Club does not store or transfer your personal data outside of the UK, however the club website and email accounts are hosted through 3rd parties, who may be located outside of the UK. Your personal data, limited to name, email address and phone number, may be stored on the website or within the email account for ease of access of the team captains or office bearers. These will be stored securely, protected by a password and systems provided by the third party.

If you have concerns about this, please highlight this to the Club's Secretary and check these companies' policies before you submit any personal data to the club.

How long we hold your personal data

We will hold your personal data on file for as long as you are a member with us, however we will also hold an email address on file to allow us to contact you for key club events (e.g. annual President's XI or reunion events). Member data is updated every year as part of the registration process. Any personal data we hold on you will be securely destroyed after four years of inactivity. Your data is not processed for any further purposes other than those detailed in this policy.

Prior to destroying your details we will contact you, at your last known email address, advising you that we are proposing to do this. You will be given the option of remaining on our database or coming off.

Your rights regarding your personal data

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.

As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us we may not be able to register or administer your membership.