



The Grannies Cricket Club

PRIVACY NOTICE FOR OUR MEMBERS

We are committed to respecting your privacy. This notice is to explain how we may use personal information we collect before, during and after your membership with us. This notice applies to you if you have registered to become or are a member of our club. This notice explains how we comply with the law on data protection, what your rights are and for the purposes of data protection we will be the controller of any of your personal information.

References to **we**, **our** or **us** in this privacy notice are to **The Grannies Cricket Club (TGCC)**.

We have not appointed a Data Protection Officer to oversee our compliance with data protection laws as we are not required to do so, but our Membership Secretary has overall responsibility for data protection compliance in our organisation. Contact details are set out in the "Contacting us" section at the end of this privacy notice.

1. PERSONAL INFORMATION WE MAY COLLECT FROM YOU

The TGCC collects and holds the following personal information from its members, non playing members and candidates:

First name and surname;

Postal address;

Home, office and mobile telephone numbers:

Email address;

Cricketing prowess

2. WHERE WE COLLECT YOUR INFORMATION

We typically collect personal information about our members when you are put forward as a candidate member of the club by an existing member, usually a member who you are acquainted with or Match Manager you have played for.

3. USES MADE OF THE INFORMATION

The table below describes the main purposes for which we process your personal information, the categories of your information involved and our lawful basis for being able to do this.

Purpose	Personal information used	Lawful basis
To administer any membership you have with us and managing	All contact and membership details,	This is necessary to enable us to properly manage and administer your membership of

our relationship with you.		the club.
To allow Match Managers to contact you with a view to asking you to play in matches and administer the running of those matches.	Contact details,	This is necessary to enable us to properly administer the running of the cricket club.
To send you an annual fixture card by post	Contact details,	This is necessary to enable us to properly administer the running of the cricket club.
To send you other information by post or email concerning upcoming events over and above the playing of cricket matches, ie the Winter Lunches, the Cocktail Party, pre season nets and specific club wide celebrations and tours.	Contact details,	This is necessary to enable us to properly administer the running of the cricket club.
To answer your queries or complaints	Contact details and records of your interactions with us	We have a legitimate interest to provide complaint handling services to you in case there are any issues with your membership.
Retention of records	All contact and membership details,	We need to retain records in order to properly administer and manage your membership and run our club and in some cases we may have legal or regulatory obligations to retain records. We have a legitimate interest in retaining records whilst they may be required in relation to complaints or claims.
The security of our IT systems	Your usage of our IT systems and online portals.	We have a legitimate interest to ensure that our IT systems are secure.
To conduct data analytics studies to better understand event attendance and trends within the sport	Records of your attendance at matches and events or competitions hosted by the club.	We have a legitimate interest in doing so to ensure that our membership is targeted and relevant.
For the purposes of promoting the club and reporting on club matches and events.	Images in video and/or photographic form taken at matches and events.	Where you have given us your explicit consent to do so.
To comply with health and safety requirements	Records of attendance at matches	We have a legal obligation and a legitimate interest to provide you and other members of our organisation with a safe environment in which to participate in sport.
To arrange for any trip or transportation to and from an	All contact and membership details,	This is necessary to enable us to make the necessary arrangements for the trip and/or

event	emergency	transportation to an event.
To gather evidence for possible grievance or disciplinary hearings	All contact and membership details,	We have a legitimate interest in doing so to provide a safe and fair environment for all members and to ensure the effective management of any disciplinary hearings, appeals and adjudications.
For the purposes of equal opportunities monitoring	All contact and membership details,	We have a legitimate interest to promote a sports environment that is inclusive, fair and accessible.
Any other processing activities?	Information about your performance on the field.	We have a legitimate interest in doing so to ensure that our membership is targeted and relevant.

Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time, which you may do by contacting us as described in the "Contacting us" section below.

Please note however that the withdrawal of your consent will not affect any use of the data made before you withdrew your consent and we may still be entitled to hold and process the relevant personal information to the extent that we are entitled to do so on bases other than your consent. Withdrawing consent may also have the same effects as not providing the information in the first place, for example we may no longer be able to provide certain member benefits to you.

4. **DIRECT MARKETING**

Email, post and SMS marketing: from time to time, we may contact you by email, post or SMS with information about upcoming matches, events, tours that we believe you may be interested in.

We do not intend to direct any marketing at you. In the unlikely event that we do, we will only send marketing messages to you in accordance with preferences you set. You can let us know at any time that you do not wish to receive marketing messages by contacting us as described in the "Contacting us" section below.

5. **DISCLOSURE OF YOUR PERSONAL INFORMATION**

We do not intend to share your personal information with anyone. In the unlikely event that we do, it will be for legitimate purposes of administering **TGCC**.

We share your personal information only with the following parties:

- **Committee Members of TGCC;**
- **Match Managers of TGCC ;**
- **Match Managers' personal information via the annual fixture card;**

6. **TRANSFERRING YOUR PERSONAL INFORMATION INTERNATIONALLY**

The personal information we collect is not transferred to and stored in countries outside of the UK and the European Union with the exception of any legitimate purposes referred to in this privacy notice.

In the event that we do transfer your personal information to countries outside of the UK and the European Union, please note that some of these jurisdictions require different levels of protection in respect of personal information and, in certain instances, the laws in those countries may be less protective than the jurisdiction you are typically resident in. We will take all reasonable steps to ensure that your personal information is only used in accordance with this privacy notice and applicable data protection laws and is respected and kept secure and where a third party processes your data on our behalf we will put in place appropriate safeguards as required under data protection laws. For further details please contact us by using the details set out in the "Contacting us" section below.

7. **HOW LONG DO WE KEEP PERSONAL INFORMATION FOR?**

The duration for which we retain your personal information will differ depending on the type of information and the reason why we collected it from you. However, in some cases personal information may be retained on a long-term basis: for example, personal information that we need to retain for legal purposes will normally be retained in accordance with usual commercial practice and regulatory requirements. Generally, where there is no legal requirement we retain all physical and electronic records for a period of 6 years after your last contact with us or the end of your membership. Exceptions to this rule are:

- Information that may be relevant to personal injury or discrimination claims may be retained until the limitation period for those types of claims has expired. For personal injury or discrimination claims this can be an extended period as the limitation period might not start to run until a long time after the event.

8. **ACCURACY OF PERSONAL INFORMATION**

It is important to ensure that the personal information we hold about you is accurate and up-to-date, and you should let us know if anything changes, for example if you change your phone number or email address. In order to update your information please contact us by using the details set out in the "**Contacting us**" section below.

9. **YOUR RIGHTS IN RELATION TO 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, for example the right to require us to transfer your data to another service provider or the right to object to automated decision making, may not apply as they have specific requirements and exemptions which apply to them and they may not apply to personal information recorded and stored by us. For example, we do not use automated decision making in relation to your personal data. However, some have no conditions attached, so your right to withdraw consent or object to processing for direct marketing are absolute rights.

Whilst this privacy notice sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. 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. We are here to help and encourage you to contact us to resolve your complaint first.

10. **CHANGES TO THIS NOTICE**

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.

11. **CONTACTING US**

In the event of any query or complaint in connection with the information we hold about you, please email the Membership Secretary at ny@yeatesdesign.co.uk or write to us at :

The Grannies Cricket Club
c/o 50 South Croxted Road
London SE21 8BD

Version dated 24 May 2018