

Edenbridge Cricket Club Limited is committed to protecting your personal information that it holds and this Privacy Policy sets out how Edenbridge Cricket Club Limited collects and shares your personal information. In this Privacy Policy references to "we" or "us" or "ECC" or "the Club" are to Edenbridge Cricket Club Limited.

Please read this Privacy Policy carefully.

1. Introduction

ECC needs to collect and use personal information about our members. By providing your information to us, you agree to the processing set out in this Privacy Policy.

We act as Data Controller in respect of your personal information that we process.

The legal basis for our use of your personal data will generally be one or more of the following:

- we need to process your personal data for the legitimate interests of administering the Club
- we need to process your personal data to satisfy our legal obligations.
- we have your consent to the processing of your personal data.

2. What personal information do we collect and process?

The types of information we hold and process about you can include:

- Contact details: name, address, telephone numbers and email address of members and parents of junior members
- Identifying details, such as date of birth and gender for junior members
- Medical and other details about members' health, that may impact on their playing cricket, and which have been disclosed to us
- Bank account details for reimbursement of expenses incurred on behalf of the Club. These details are only held online within our account with NatWest
- Confirmation of Disclosure Barring Service (DBS) check
- Coaching qualifications
- First aid qualifications

We obtain this personal data directly from you. This may include by completion of membership forms, email, phone or in person; and if you contact us we may keep a record of that correspondence and our response to you.

3. What do we use your personal information for?

We have set out in this section the reasons why we use your personal information and the legal basis for using your personal information for that particular purpose.



3.1. To run Edenbridge Cricket Club

ECC is a members' club and processes information to administer the Club for the benefit of its members. The ways we use your information include:

- Notifying you of Club matters, such as match details, team selection, Club meetings and other matters relating to the Club and its membership.
- Providing information to affiliated bodies in order for us to participate in league structures. Bodies to which we are affiliated includes the England & Wales Cricket Board (ECB), Kent Community Cricket, Sussex Cricket Foundation and Sussex Cricket League

Personal data relating to the members is held on paper and on computer systems, including "Hitsport" (which runs the Club website) and members' personal computers. Members processing personal data are reminded of the need to store the personal data of members' securely.

Our legal basis for this processing is that it is necessary in the legitimate interests of running a members' club which also provides a community function.

3.2. Medical information

As part of our registration form, we ask whether members have any medical conditions which may affect them playing cricket. As this is information relating to members' health it is "special category personal data". Our legal basis for processing this data is that it is with your consent as you provided the information.

Mindful of the purpose of which this data is collected, and the need for it be accessible in an emergency, it is our intention to store a list of members' health conditions and emergency contact telephone numbers with the first aid kit in the Clubhouse.

3.3. For legal or regulatory obligations

We may need to process personal data to comply with our legal and regulatory purposes, including the safeguarding of our junior members. This may require us to pass personal data to public bodies such as HMRC, Sevenoaks District Council, Kent Community Cricket or other regulatory or law enforcement bodies.

Legally we may use your information in this way to comply with a legal obligation that we are subject to.

3.4. To promote Edenbridge Cricket Club

We want to promote Edenbridge Cricket Club through a variety of means, including use of our Club website and Facebook page. We would only use your personal data for these purposes with your consent.



4. Who do we share your personal information with?

From time to time we will share your personal data with other bodies to carry out the purposes above. This includes:

- ECB. We have to register players on Play-Cricket. We would only pass on the minimum data necessary to complete your registration. You may, if you wish, add more information on the Play-Cricket website.
- Kent Community Cricket
- Sussex Cricket Federation
- Sussex Cricket League

We may also provide contact telephone numbers / email addresses to opposing teams. This would usually be the contact details for the team captain.

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

We will only keep your personal data for as long as we need to in order to fulfil the purpose for which it was collected, or for a longer period to comply with our legal and regulatory obligations.

Generally, we would aim to retain member contact details and other personal data for no longer than one year after leaving the Club (unless the member indicates that they wish us to maintain contact with the Club).

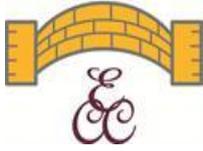
6. Your rights

- You have the right to see the personal data that is held about you
- If at any point you believe that the personal data we hold about you is inaccurate, you can ask to have it corrected.
- You can object to your personal data being processed.
- Where you have given us your consent to processing your personal data, you can withdraw that consent at any time by notifying us
- You can request that your personal data is deleted altogether.
- Complain to your supervisory authority, in the UK this is the Information Commissioner's Office, about the use of your personal information.

You should be aware that taking any of the above steps could impact on our ability to contact you about matches.

Please note that in certain circumstances, we can override your request to take the above steps to object to processing, to withdraw consent and to delete personal data.

Information will generally be provided to you free of charge, although we can charge a reasonable fee in certain circumstances.



You can obtain further information about these rights from the Information Commissioner's Office at: www.ico.org.uk or via their telephone helpline (0303 123 1113).

If you wish to exercise any of these rights or have any queries or concerns regarding the processing of your personal data, please contact the Club Secretary. (You can use the contact form on the Club website www.edenbridge.secure-club.com)

You also have the right to lodge a complaint in relation to this privacy notice or the Clubs' processing activities with the Information Commissioner's Office which you can do through the website or telephone helpline above.

Updates to this notice

This notice is the latest version as at May 2018. This notice may be updated from time to time and will be placed on the Club website.

**Edenbridge Cricket Club Limited
May 2018**