



BLEWBURY CROQUET CLUB

Data Privacy Notice

Introduction

This privacy notice describes how the Blewbury Croquet Club (BCC) processes the personal information ("the data") it holds about you, or that you are about to share with it. BCC is committed to keeping your information safe and to meet its obligations under the General Data Protection Regulation ("GDPR") to process it fairly. This notice also outlines your rights if you feel it is not doing so.

Identity and Contact Details

The Controller of the data is the Blewbury Croquet Club (BCC), which is a non-profit making unincorporated association of its members. It operates directly through its Officers and those serving on or on behalf of its Committee.

It can be contacted through its office as below. Please identify any correspondence related to this notice with the subject "Data Protection: BCC".

BCC Secretary, The Dial House, Church Road, Blewbury OX11 9PY

e-mail: secretary@blewburycroquetclub.org.uk

BCC is not required to appoint a Data Protection Officer as defined by GDPR: its Chairman and Secretary are jointly responsible for ensuring that data protection issues are dealt with by the organisation.

Purpose and Lawful Basis for Processing

BCC processes (or will process) information about you in order to administer your membership and more generally to support its activities, from the arrangement of match fixtures to the distribution of Meeting notices.

The lawful basis for holding membership and sales records is to fulfil the contract with you as a member (or potential member) of BCC. More generally, the lawful basis for the processing described above is that it is in the legitimate interests of BCC in pursuit of its aims as stated in its Constitution.

BCC also processes personal data relating to current or potential contracts with staff, landlords, suppliers or service providers, under the lawful basis of fulfilling or entering into those contracts.

Categories of Personal Data

BCC may hold and process the following categories of structured personal data about its current or potential members, customers, contacts and those engaging in activities run under its auspices:

- Name
- Contact Details (e.g. postal & e-mail addresses, and telephone numbers)
- Financial information relating to subscriptions, sales and other transactions such as tournament entry. No credit card details are held by BCC online, and bank account details (for direct debits) are stored offline.
- Handicaps, rankings, eligibility criteria (potentially including nationality, residency and date of birth), qualifications and awards
- Committee membership or other service to BCC
- Entries, management and results, including selection for and participation in teams or squads
- Disabilities, such as colour vision deficiency, where to do so would facilitate your participation
- Photographs

It may also hold data relating to contracts with staff and third parties, as noted above.

In addition, unstructured personal data relating to you may be held in e-mails sent to or from you, or between those acting on behalf of BCC, and in logs of requests you make to its website.

Information Sharing

BCC will not pass your data to anyone without your consent, except where necessary to provide its services, as detailed below:

- It may share financial data relating to you with its payment processor, banks and BACS processor, for the purpose of collecting payments or making refunds.
- With your consent and to gain advantages of CA membership, it may forward your contact details to the CA for inclusion in their membership records (where your data may be used according to the CA data privacy statement: <https://www.croquet.org.uk/?p=ca/gov/policies/DataProtection/PrivacyNotice>)
- It may publish contact details and other information about those who wish to or have entered tournaments or coaching activities, on its website, available to those who can log into it, and supply them and financial details relating to payment for entries to those running the events and officers of the clubs hosting them. This may include organisations based overseas if you participate in international tournaments or matches.
- It may publish news, including photographs, tournament results and commentary on its website, sites publishing croquet results, or social media sites.

- It may provide results of ranking games to Ranking Officers working on behalf of the CA or World Croquet Federation.
- It may provide financial and contact information about contractors paid by BCC to HMRC and pension providers.
- Its website may share information about your use of it with search engine providers, for the purpose of optimising it (and, whilst not the responsibility of BCC, software on devices you use to access it may harvest data relating to your use of it).
- It will give information about you when legally required to do so.

Location of Data Processing

The data is processed on computers (and backups of them) operated by BCC committee members, on those operated by its service providers (e.g. for its website, e-mail, online shop, payments, banking and distribution), and on paper records.

These are all normally located in the UK, European Union or countries which have equivalent data protection safeguards.

Retention Periods

Except where required for archiving purposes (e.g. results of tournaments and club competitions and records of BCC activity, such as minute books and membership lists), data about you will be deleted no later than six years after you were last a member of or had financial dealings with the BCC.

Your Rights

You have the right to object to how BCC processes your personal information. In particular, you can request that your contact details are not shown in published membership lists. You also have the right to access, correct, and, in some cases, delete and restrict the use to which your information is put, but your participation in events or fulfilment of your membership rights may be restricted if you do so. In addition, you have the right to complain to BCC (see the first section for contact details) and to the Information Commissioner at <http://ico.org.uk/global/contact-us>.

Please contact BCC (using the contact details above) in the first instance if you have any queries or concerns.

Data Sources

The primary source for the data held about you is the information you provided, or are about to provide, when joining BCC or subsequently updating it. Those acting on behalf of BCC in running its activities are a secondary source of data, e.g. for your results, handicaps, etc.

Consequences of Failing to Provide Data

If you do not provide the information required by BCC to become a member, or to enter a tournament or coaching activity, then you will be unable to do so. BCC requires at least a postal address to ensure that it can contact its members and those playing in tournaments run under its Regulations.

Automated Decision-Making

Software may be used to produce draws and orders of play for tournaments, and to assist team and squad selection, but otherwise no automated decision-making software is used by BCC.

Amendments

We may update this policy from time to time by publishing a new version on our website: significant changes will be notified in a news item.

Version 1, 17th January, 2019