



Wisborough Green Sports CIO

Privacy and Data Protection Notice

Read more about how we store and protect the personal information you give to us.

INTRODUCTION

Wisborough Green Sports CIO (WGS) is a charity registered in England and Wales under charity number 1179541 (and company number CE014867). The charity is based at The Pavilion, The Green, Wisborough Green RH14 0BN. It has four associated sports clubs – Wisborough Green Cricket Club, Wisborough Green Football Club, Wisborough Green Stoolball Club and Wisborough Green Touch Rugby Club, each with the principle purpose of providing sports participation for local people.

This privacy policy relates to the information which is obtained and processed by WGS. Any reference to WGS will refer to the charity and its associated clubs. Any information collected may be used by the individual Club to which you belong and WGS.

For data protection legislation, WGS is what is known as the data controller, ie the organisation that is responsible for the collection, storage and processing of data, with the registration number of (applied for). WGS therefore has control over how your details are used and who they may be passed to.

The WGS Trustees have overall responsibility for data protection compliance for WGS.

The purpose of this notice is to explain how WGS controls, processes, handles and protects personal information.

If you have any questions relating to the information about you that WGS may hold, then you can contact WGS at datacontroller@wisboroughsports.org and title your email "DATA PROTECTION".

DETAILS

How does WGS collect data?

WGS may collect your personal data via any of the following means:

- a) Through the WGS online membership system (MyClubHouse)
- b) Through membership registration with associated clubs either online or offline
- c) Through the Pavilion EPOS system
- d) By you entering into direct correspondence (letter / email / telephone) with a WGS officer or employee

- e) By you signing up to receive information from WGS

Such information will only be collected in keeping with the following conditions:

- With your consent;
- As it is necessary for making/keeping in contact and managing membership;
- If it is a legal or licencing obligation;
- It is related to vital and relevant interests;
- It is lawful to do so and potentially in the public interest;
- With legitimate interest (from WGS) to do so.

What personal data does WGS collect?

The types of personal data WGS collects may include:

- a) your name;
- b) your contact details, including postal address, telephone number and e-mail address;
- c) your date of birth;
- d) your gender;
- e) your family relationship (for the purpose of membership management);
- f) your next of kin or emergency contact details;
- g) relevant medical information you provide;
- h) relevant sporting, first aid or safe guarding certifications you provide;
- i) your country of residence;
- j) Your occupation;
- k) Event, practice and event attendance;
- l) Facilities booking information;
- m) your MAC and/or IP address; and
- n) any other information necessary for compliance with law.

How will WGS use my data?

WGS will use the data you provide to establish and manage the charity's relationship with you and this may include use for some or all of the following purposes:

- a) to provide you with WGS information and services such as supporting you in your chosen sport;
- b) to send you WGS information considered to be of interest to you such as press releases, e-news or surveys and information regarding various WGS events (both fundraising and player focused) and information on the charity's work in general; this information may be sent via email or post, depending on your preferences;
- c) to respond to your queries, claims or complaints;
- d) to manage your subscriptions and memberships;
- e) to collect additional information such as latest sporting results or seek your views on certain relevant sporting topics/themes;
- f) to comply with WGS legal (and regulatory) obligations.

What are the data protection principles followed by WGS?

As required by the General Data Protection Regulation (GDPR) WGS follows the principles set out below in relation to data collection, processing and storage:

- To be transparent, open and reasonable in explaining how information will be used;
- To be specific and relevant in keeping with the purpose of the organisation and its charitable objects;
- To only collect data that is actually required;
- To ensure that data is accurate and as up to date as possible;
- To retain data for no longer than is necessary;
- To be able to assure security of data.

Is information passed to third parties?

WGS will only transfer your data to third parties in restricted circumstances and where it is lawful to do so, including the following:

From time to time, WGS may use third party service providers. These service providers may have access to your personal data to perform services on behalf of and at the instruction of WGS, which may include WGS's IT providers or event agencies or film/media communication, sponsors, national and regional sport governing bodies, leagues or marketing partners.

As a registered charity WGS may need to disclose your personal information to the Charities Commissioner which regulates charities. Wherever possible and appropriate WGS will anonymise that information (i.e. so that you cannot be identified) before making any such disclosure.

WGS may need to disclose your personal information to the police, law enforcement agencies or the security services to assist with the investigation and prevention of crime and the protection of national security.

Is information used for marketing purposes?

Where WGS has your consent or it is otherwise lawful to do so, the charity may provide you with direct marketing communications about WGS events, products and services, surveys and other insight work, reports, press releases or e-news, or future fundraising initiatives which might be of interest to WGS supporters. In each case, such information may be sent to you by post or by e-mail, telephone or SMS. Such communications may also be provided by third parties acting on our behalf – these communications will be clear that they are communications from WGS.

How long will my data be kept?

WGS will keep your personal information for as long as is necessary for the purpose for which it has been obtained and then for as long as there is any likelihood of further contact being made, such as any sort of potential claim (which will be dependent on the limitation period for the particular type of claim). For the various stakeholders in contact with WGS, the following information sets out the various retention periods that will apply:

For members, the basic details of your name, home town, sporting discipline and when you were a member (by WGS) will be retained for as long as WGS is continuing to fulfil its charitable objects; more details than these basics will be retained for up to 5 years for members who have more recently ended their membership.

For individual contacts at partners and suppliers this will be for as long as WGS continues to have a relationship with that partner or supplier and then for a period of up to 2 years afterwards.

For marketing contacts it will typically be for a period of up to 2 years after WGS was last in contact with you.

For individuals attending a WGS event it will typically be for a period of 2 years after the event.

For individuals seeking information or in general correspondence with WGS it will typically be for up to 2 years.

It is important to make sure that the personal information that WGS holds about you is accurate and up to date. To this end you should let WGS know if any details have changed, such as your phone number, email address, home address or role and responsibilities regarding work, school or college/university. You can contact WGS as set out below.

Security

WGS has several security measures in place to protect against the loss, misuse and/or alteration of information under the charity's control. WGS cannot guarantee that these reasonable and thorough measures are or will remain entirely adequate. However, WGS does take data security very seriously and will use all reasonable endeavours to protect the integrity and security of the personal information it collects about you.

Whilst WGS will endeavour to take all reasonable steps to protect your personal information, the charity cannot guarantee the security of any data you disclose online. You accept the inherent security risks of providing information and corresponding online and over the internet and will not hold WGS responsible for any breach of data security unless this is clearly due to the charity's negligence or wilful default.

Changes to your preferences and permissions

If you want to prevent further mailings from WGS, please request this in writing either to The Pavilion, The Green, Wisborough Green RH14 0BN or via email to datacontroller@wisboroughsports.org. WGS will try to action this request as soon as possible but please note that it may take a reasonable amount of time (up to 28 days) for WGS to complete the action. Please note that each electronic mailing WGS sends to you will contain details of how you can unsubscribe by emailing the charity.

Your rights

At any time you are able to request access to and rectification or erasure of data, including withdrawing your consent as follows:

- The right to be informed about how your personal information is being used;

- The right to access the personal information that WGS holds about you;
- The right to request the correction of inaccurate personal information WGS holds about you;
- The right to request 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 WGS transfers elements of your data either to you or another service provider/organisation;
- The right to object to certain automated decision-making processes that use your personal information.

Several of these rights may not necessarily apply to the personal information WGS holds as they may have certain conditions or exemptions, but others have no such conditions. Please note that this area of the law can be quite complex and more information can be found at www.ico.org.uk/for-the-public/.

To exercise any of these rights or if you have any questions, you can contact WGS by email at datacontroller@wisboroughsports.org or by unsubscribing from the last email you received.