



PRIVACY POLICY

The General Data Protection Regulation (GDPR) requires clubs and organisations that hold personal data for members to have in place procedures for:

- Detailing what data has been collected and where and how it will be used
- Allowing a member to obtain a copy of their personal data held by the club
- Removing personal data:
 - on request from a member or
 - when they leave the club
- Dealing with any breach that will impact on member privacy

All members are required to acknowledge this policy annually to indicate awareness and consent (for members under the age of 18 this will be a parent/guardian/carer).

Section 1 – The data we collect and where it is used

Personal data is collected when a member, parent or guardian completes the annual registration form and pays the annual subscription. The table below indicates the data collected and to which forms(s) it applies.

Data collected on registration form

Data	Usage	Used By / Distributed To
Name	Member identification & league registration	CYCA Admin/Junior Coordinator Junior team managers & coaches
Date of Birth	League registration	CYCA Admin/Junior Coordinator
Address	League registration / club communications	CYCA Admin/Junior Coordinator
Contact No.	Club communications	Junior Coordinator
Email address		Junior team managers
Gender	Clubmark health check ①	Club Welfare Officer/Junior Coordinator
School Year	Session planning ②	Junior Coordinator / Coaches
Medical Conditions	To allow coaches to manage medical issues	Junior Coordinator / Coaches
Emergency Contact Details	To allow the club to contact parents/guardians/carers in the event of an emergency	Junior Coordinator / Coaches
Video Permission	To obtain consent for member to be videoed as part of their cricket training	Junior Coordinator / Coaches
Photo Permission	To obtain consent for photos of member to be used in club publications and on club website	Junior Coordinator / website / newsletters/handbook
Privacy Policy acknowledgement	Clubs are required to obtain consent for personal information to be collected and used as appropriate	Junior Coordinator (for verification)

① Clubmark annual health check requires member counts by gender

② Helps with planning sessions as trips are based on school year



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Section 2 – Access to held data

A parent or guardian of a junior can request access to data held by the club. This will be done via a request form available in the pavilion and on the club website. The request will be dealt with by the club committee and communicated to the requestor within four weeks.

Section 3 – Removal of personal data

The club will remove any personal data for a member when that member leaves the club. A current member can request that all or partial data be removed by the club but it should be noted that this could affect that players league registration.

Section 4 – Dealing with any breach of data protection

If any member believes that the club has passed on personal data to other sources they should report the issue to the Club Welfare Officer who will conduct an investigation. The results of the investigation will be communicated to the member confidentially.

Document Details

Signed	Name	Role	Date of issue
	Steve Potter	Club Welfare Officer	April 2nd 2019