

Privacy Notice for Nailsea & District Croquet Club.

This document sets out how Nailsea & District Croquet Club (NDCC) satisfies the requirements of the General Data Protection Regulations (GDPR) which come into force in May 2018.

What personal data does the club collect?

The data we collect are members' names, addresses, telephone numbers and email addresses. Date of birth is collected for Student Members to ensure that they meet the Student Membership requirements. We collect these data directly from you when you join the club. We keep a records of your Association Croquet and Golf Croquet handicaps (where they exist) and may keep records of the results of games played in club competitions and SWF league matches when playing for a club team.

What is this personal data used for?

We use members' data for the legitimate interests of the club, e.g. administration of your membership; the communication of information, and the organisation of events. We may provide your data to the Croquet Association as described below. Emails sent to all members will use the Blind Copy method for recipients.

Who is your data shared with?

Your membership form provides for you to permit your contact details (i.e address, Phone number(s) and email address) to be made available to all members. A list of all members names, with their contact details where permission has been given, is sent by email or post to all members.

If you opt for membership of the Croquet Association (the CA), which is only available to playing members, your name, contact details, Association Croquet and Golf Croquet handicaps and date of birth (for junior CA members) is passed on to that organisation. The CA uses this information for its own legitimate interests (see the CA Privacy Policy on the CA website). You can choose to have this information to be made available either (a) to all CA members, or (b) only to CA members who are also members of NDCC or (c) nobody except CA officials and employees in the course of running the CA and the managers of any tournaments you enter.

Information from your results may also be passed on to the CA for use in its grading system.

NDCC is a member of the South West Federation of Croquet Clubs (the SWF). Your name and contact details will be passed to the SWF if you are a club representative or team captain for a SWF event or league. The Privacy Policy of the SWF is available on the SWF website.

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Your personal data is not passed on by us to organisations other than those indicated above, whether or not connected with croquet.

Where does this data come from?

Data for our members comes from them on the membership application form when they join the club or renew their membership.

How is your data stored?

This information is mainly stored in digital form on the membership secretary's computer who distributes it to the other members of the committee. A similar file, containing the contact details of members who have given permission is sent to all members and a print out of this is kept at the back of the lawn booking book.

Who is responsible for ensuring compliance with the relevant laws and regulations?

Under the GDPR (General Data Protection Regulation) we do not have a statutory requirement to have a Data Protection Officer. The person who is responsible for ensuring that our club discharges its obligations under the GDPR is the Membership Secretary.

Who has access to your data?

Members of the committee and officers of the club have access to members' data in order for them to carry out their legitimate tasks for the club..

What is the legal basis for collecting this data?

The club collects personal data that is necessary for the purposes of its legitimate interests as a membership organisation and participant in an internationally recognised and regulated, competitive sport.

For some data, such as that relating to financial matters, the basis for its collection and retention is to comply with our legal obligations.

How you can check what data we have about you?

If you want to see the membership data we hold about you, you should contact the Membership Secretary.

Does the club collect any “special” data?

The GDPR refers to sensitive personal data as “special categories of personal data”.

We do not record any such special data.

How can you ask for data to be removed, limited or corrected?

There are various ways in which you can limit how your data is used.

- You could maintain your club membership with your correct name but with limited contact details. However, we do need to have at least one method of contacting you. You could for example simply maintain an up-to-date email address, but of course this would limit what we and the CA are able to provide you with in the way of written information, so you would not be able to get *The Croquet Gazette* in printed form or any other benefits that require a mailing address.
- You do not need to provide us with your date of birth unless you wish to enter age-limited (junior or seniors) events or gain concessions based on age.
- Any of these options can be implemented for your club membership by contacting the Membership Secretary.

How long we keep your data for, and why?

We normally keep members’ data after they resign or their membership lapses in case they later wish to re-join. However, we will delete any former member’s contact details entirely on request.

Historical ranking lists, membership lists and prize lists are required for archiving purposes and names cannot be removed from them.

Other data, such as that relating to accounting or personnel matters, is kept for the legally required period.

What happens if a member dies?

We normally keep members’ information after they die. If requested by their next-of-kin to delete it we will do so on the same basis as when requested to remove data by a former member.