

Privacy Notice for Broughton & District Club

Broughton & District Club takes your privacy seriously. We are a “controller” of the personal information that you provide to us and this privacy notice sets out how, why and for how long we will use your personal data, as well as who it is shared with. It also explains your legal rights as a data subject and how to exercise them.

What we need from you

When you register as a member of Broughton & District Club or renew your membership (including if you are registering or renewing on behalf of a young person aged 16 or under), we may ask you for some or all of the following personal information:

- Contact details – eg. name, address, email address and phone number.
- Date of birth – for Junior Membership only
- Participation details – sections of the Club you participate in
- Safety and emergency details – relevant health conditions for Junior Members

If you do not provide us with all of the personal information that we need this may affect our ability to offer you our membership services and benefits.

Why we need your personal information

Contractual purposes

We need to collect our Members' personal information so that we can manage your relationship with us. We may use our Members' personal information to:

- Provide you with core member services, including confirmation of membership, membership card, end of year renewal.
- Organise and promote club activities

Legitimate purposes

We also process our Members' personal information in pursuit of our legitimate interests to:

- Provide you with news and updates about the activity of the club, opportunities to get involved in club activities, general meetings or other events.
- Raise awareness of the club's activities by capturing photos and videos at events. We will use this for promotion and Member communication purposes.
- Respond to and investigate your questions, comments, support needs, complaints, concerns or allegations.

Legal obligations

We are under a legal obligation to process certain personal information relating to our Members for the purposes of complying with:

- The Protection of Vulnerable Groups which requires us to check that our coaches and volunteers are able to undertake regulated work with children and vulnerable adults.
- The Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary.
- Rules of a Community Amateur Sports Club, which requires us to maintain a register of members, including name, address, date admitted to membership and date on which membership ceased, to hold general meetings, issue notices and AGM voting arrangements.

Other uses of your personal information

We may ask you if we can process your personal information for other purposes. Where we do so, we will provide you with an additional privacy notice explaining how we will use your information for these purposes.

Who we share your personal information with

We do not share your personal information with any third party.

We may be required to share personal information with statutory or regulatory authorities, with your prior knowledge, to comply with statutory obligations. Such organisations include the Health & Safety Executive and Disclosure Scotland for the purposes of safeguarding children.

How we protect your personal information

Your personal information is accessed by our Membership Secretary, Treasurer, General Secretary and Section Secretaries only for the purposes set out above. It is stored by our club on a stand alone computer utilising a password protected Membership Software Programme. This software is used solely by our Membership Secretary. Your personal data is transferred between the Officers listed above by email via a password-protected spreadsheet.

How long we keep your personal information

We only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and delete your personal information within six months where you have not renewed your membership.

You have a right to:

- Change your communication preferences or restrict the processing of your personal data for specific purposes.
- Request that we correct your personal data if you believe it is inaccurate or incomplete.
- Access the personal data that we hold about you through a “subject access request”.
- Request that we delete your personal information – there are some exceptions to your right to have your information erased.

You can contact us at info@broughtonanddistrictclub.co.uk.

If you are dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk

Updated 23rd May 2018