

# Saxons Data Protection Policy

For compliance with data protection laws the Club has created the following Data Privacy Policy. This documents what personal information is held by the Club and how this information may be used.

## 1 About this Policy

1.1 This policy explains when and why we collect personal information about our members, how we use it and how we keep it secure and your rights in relation to it.

1.2 We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.

1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. We keep it in line with the Pétanque England Data Privacy Policy upon which it is based (see <http://englishpetanque.org.uk/information.html> for this policy). You are advised to regularly check our website for any amendments.

1.4 We will always aim to comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner ([www.ico.gov.uk](http://www.ico.gov.uk)). For the purposes of the GDPR, the Club will be the “data controller” of all personal data we hold about you.

## 2 Who are we?

2.1 We are Saxons Petanque Club (referred to as ‘the Club’ in the remainder of this document).

## 3 What information we collect and why.

Type of information	Purposes	Legal basis of processing
Member's name, address, telephone numbers, e-mail address(es) and membership status.	Managing the Member's membership of the Club. Mailing of important club information	Performing the Club's contract with the Member. For the purposes of our legitimate interests in operating the Club.
Emergency contact details	Contacting next of kin in the event of emergency.	Protecting the Member's vital interests and those of their dependents.
Members name, PE Member Number, team name(s).	Managing competition entries and event results.	For the purposes of our legitimate interests in holding events for the benefit of members of the Club.
Gender	Provision of adequate services for members.	For the purposes of our legitimate interests in making sure that we can provide gender-specific competitions.

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Photos and videos of Members or Visitors and their equipment where the individual/s are not identified, these can be held in perpetuity.	Posting on the Club's website and social media pages and using in press releases and for the promotion of the Club.	Consent. We will seek the Member's consent on their membership application form and each membership renewal form. For the purposes of our legitimate interests in promoting the Club.
Photos and videos of Members or Visitors and their equipment where the individual/s are identified. These can be held in perpetuity.	Putting on the Club's website and social media pages and using in press releases for the promotion of the Club and for reporting event results.	Consent. We will seek the Member's, or their guardians if under 18 years of age, consent at the time of taking the photo or video. Consent withdrawal: Photo's and video will be withdrawn from any data base in the Clubs control if consent is later withdrawn. For the purposes of our legitimate interests in promoting the Club.
Bank account details of the member or other person making payment to the Club or being paid by the Club.	Managing the Member's and their dependents' membership of the Club, the provision of services and events.	Performing the Club's contract with the Member. Held by the Club's nominated UK based bank and not in any Club database.
Record of Financial transactions.	Managing the Member's membership of the Club and the fees to enter events.	Performing the Club's contract with the Member. Note that no Card Data or bank account information is stored by us.
Coaches and Umpires.	Qualifications and DBS status.	For the purposes of our legitimate interests in ensuring that we can assure members and others of the legitimacy of officials.
Name, e-mail address and telephone number of each Club committee member.	Information published on Club's website and Club's handbook.	For the purposes of our legitimate interests in operating and promoting the Club.

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## **4 How we protect your personal data**

4.1 We will not transfer your personal data outside the EU without your consent.

4.2 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.

4.2 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

4.3 For any payments which we take from you online we will use a recognised online secure payment system.

4.4 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

## **5 Who else has access to the information you provide us?**

5.1 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where we are required to do so by law or as set out in the table above or in paragraph 5.2 below.

5.2 We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (e.g. to print newsletters and send you mailings). We do this for the purpose of our legitimate interests in operating the Club and for performing our contract with you.

## **6 How long do we keep your information?**

6.1 Unless specifically indicated above we will hold your personal data on our systems for as long as you are a member of the Club and for as long afterwards as it is in the Clubs' legitimate interest to do so or for as long as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment, exercise or defence of legal claims.

6.2 We securely destroy all financial information once we have used it and no longer need it.

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## 7 Your rights

7.1 You have rights under the GDPR:

- to access your personal data.
- to be provided with information about how your personal data is processed.
- to have your personal data corrected.
- to have your personal data erased in certain circumstances.
- to object to or restrict how your personal data is processed.
- to have your personal data transferred to yourself or to another business in certain circumstances.

7.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

0303 123 1113.

Information Commissioner's  
Office Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF