



BRANSTON CROQUET CLUB Data Protection Policy

1. Principles

1.1. Branston Croquet Club has a legal duty under the Data Protection Act 1998 (DPA) and the General Data Protection Regulations (GDPR) to regulate how personal information which it collects will be used and how it protects people from its misuse.

1.2. The Club will ensure that personal data it collects is:

- Processed solely for the purposes set out in this policy;
- Accurate, adequate for the purpose, relevant and not excessive;
- Kept with the consent of an individual for each purpose the data will be used;
- Kept no longer than necessary;
- Made available to an individual if requested;
- Deleted if an individual withdraws his or her consent;
- Kept secure;
- Not shared with third parties.

1.3. The Club considers that, as it is an unincorporated association and processes data solely for the purposes of establishing and maintaining membership, and administering its activities, it is exempt from the need to register with the Information Commissioner.

1.4. The club has not appointed a Data Protection Officer under GDPR; its committee is collectively responsible for its obligations.

1.5. The data is processed by club members acting in a voluntary capacity on its behalf and by internet service providers hosting its website and e-mail services.

2. Purposes for holding and processing data

2.1. Personal data will only be sought and held for the following purposes:

- Maintaining a register of Members;
- Advising Members of events and other relevant information concerning the running of the Club;
- Organising league fixtures and internal competitions for Members;
- Organising external competitions for participants;
- Organising social events;
- Maintaining a register of visitors including external groups renting the lawns;
- Use of photos and names of Members to promote the Club.

2.2. The club may also process personal data relating to current or potential contracts with landlords, suppliers, or service providers, under the lawful basis of fulfilling or entering into those contracts.

3. Categories of Personal Data

3.1. The club may hold and process the following categories of personal data about its current or potential members, tournament players and visitors:

- Name;
- Contact Details (e.g. postal, e-mail and social media addresses and telephone numbers);
- Financial information relating to subscriptions, banking, and other transactions;
- Handicaps, rankings and qualifications;
- Information relating to committee membership or other service to the club;
- Competition and tournament entries, management and results, including selection for and participation in club teams;
- Disabilities, such as colour vision deficiency, where to do so would facilitate their participation.

3.2. In addition, it may hold data relating to contracts with third parties.

4. Information Sharing

4.1. The club will:

- Share data with The Croquet Association (CA) and the Federation of East Midlands Croquet Clubs (FEMCC) in connection with Members' participation in events and activities organised by them;
- Make available a Member's name, contact details, membership class and handicap(s) to fellow Members, to facilitate contact between them and to help in arranging games.

4.2. The Club will not pass data to other organisations without that person's consent, unless under a legal obligation to do so.

5. Retention Periods

5.1. Except where required for archiving purposes (e.g. results of tournaments and club competitions and records of club activity, such as minute books and membership lists), data will be deleted six years after the person last had financial dealings with the club.

6. Rights

6.1. Any person on who the Club holds data has the right to object to how the club processes their personal information. Contact details will not be shown on published membership lists if requested. A person has the right to access, correct, and, in some cases, delete and restrict the use to which their information is put. In addition, there is the right to complain to the club and to the Information Commissioner.

6.2. The Secretary should be contacted in the first instance if there are any queries or concerns.

7. Data Sources

7.1. The primary source for information about the club's members, tournament players and visitors are the people themselves. Information may also be taken from the CA and FEMCC database or websites.

8. Consequences of Failing to Provide Data

8.1. Failure to provide the information required by the Club to be enrolled as a Member will prevent that person from being able to do so.

8.2. Failure to provide the information required by the Club to enter a tournament or attend any activity or event of the Club as a visitor will prevent that person from being able to do so.

9. Review

9.1. The policy will be reviewed annually.

10. Date of next review

January 2022