



GDPR Policy

Effective December 2020

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 - 1d. Emergency Contacts for Members
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 - 3a. Officers and Committee Members
 - 3b. Staff
 - 3c. Members
 - 3d. Emergency Contacts for Members
 - 3e. Hirers of Club Facilities
 - 3f. Suppliers, Professional Contacts and Coaches

1. Personal Information held:

1a. Officers and Committee Members

Under the terms of GDPR we have a 'legitimate interest' in holding the following data for all Officers and Committee Members. Data will be obtained from Officers and Committee Members either verbally, in writing or by means of official documents presented by the Officers or Committee Member.

1. Full name
2. Full current address
3. Current telephone numbers including home and mobile
4. Current preferred email address

This information will not be shared with anyone outside The Club other than if required by the statutory authorities or if necessary for the officer or committee member to carry out their agreed responsibilities for The Club.

Consent to hold data will be by accepting election to a post within The Club. 'Officers and Committee Members' includes all members of the Executive Committee, Section Secretaries and appointed Section representatives on the Management Committee.

1b. Staff

Under the terms of GDPR we have a 'legal obligation' in holding the following data to enable us to fulfil our obligations as an employer. Data will be obtained verbally, in writing or by means of official documents presented to The Club.

1. Full Name.
2. Full current address.
3. Current telephone numbers including home and mobile.
4. Current preferred email address.
5. Next of kin
6. Financial information including bank details, tax, national insurance and payroll information.
7. Employment records including holiday and sickness records

This information would not be shared with anyone outside The Club other than if required by the statutory authorities or if necessary for the staff member to carry out their allotted duties for The Club.

Consent to hold data will be by entering in to an employment contract with The Club.

1c. Members

Under the terms of GDPR we will hold the following data by 'consent'. We will not necessarily hold the same data for every member. Data will be obtained verbally or in writing. Data collected will necessarily vary between adult and junior members (under 18 years of age).

1. Full Name
2. Full current address
3. Current telephone numbers including home and mobile.
4. Current preferred email address
5. Details of financial transactions with individual members
6. Emergency contact information
7. Date of birth for junior (under 18 years) members
8. Name of Parent or Guardian for junior members

9. Written consent for the use and publication of photographs or video.

This information will not be shared with anyone outside The Club other than if required by the statutory authorities or emergency services. Consent to hold data will be by completion of a membership form and entering in to a membership agreement with The Club.

1d. Emergency Contacts

Under the terms of GDPR we will hold the following data by 'consent'. Data will be obtained in writing and transferred to electronic storage on a secure server.

1. Full Name
2. Full current address.
3. Current telephone numbers including home and mobile.
4. Current preferred email address.
5. Relationship to Club Member

This information would not be shared with anyone outside The Club other than if required by the statutory authorities or emergency services. Consent to hold data will be deemed by a member supplying the information to The Club.

1e. Hirers of Club Facilities

Under the terms of GDPR we have a 'legitimate interest' and 'Contractual Necessity' in holding the following data and will also hold the following data by 'consent'. Data will be obtained from Hirers verbally, in writing or electronically.

1. Full name
2. Full current address
3. Current telephone numbers including home and mobile
4. Current email address
5. Details of financial transactions with The Club

This information would not be shared with anyone outside The Club other than if required by the statutory authorities.

Consent to hold data will be by entering into an agreement to hire The Club's facilities.

1f. Suppliers, Professional Contacts and Coaches

Under the terms of GDPR we have a 'contractual necessity' in holding the following data and will also hold the following data by 'consent'. Data will be obtained from Suppliers, Professional Contacts and Coaches verbally, in writing or electronically.

1. Full name and/or Trading Name
2. Trading address
3. Current business telephone number
4. Current email address
5. Records of work carried out for The Club
6. Details of financial transactions with The Club
7. Details of coaching qualifications and DBS checks for Coaches

This information will not be shared with anyone outside The Club other than if required by the statutory authorities.

Consent to hold data will be by entering into an agreement to supply goods or services to The Club.

2. Privacy Notice:

The 'privacy notice' will include the legal basis for storing and processing data, and a statement of the members rights and will be as follows:

2a. Membership Application Form:

In signing this application, you consent to abide by Risbygate Sports Club rules and regulations, and to receiving email communication to inform you of news and events at Risbygate Sports Club and associated activities. Risbygate Sports Club take your privacy seriously and we will securely store your personal information (Name, address, telephone numbers and email addresses) solely for the purposes of fulfilling our obligation to you as a member of Risbygate Sports Club. Your personal information will not be passed to any other organisation or shared with any third party other than if required governing sporting bodies for participation in national, county or local competitions and leagues, or by the statutory authorities or emergency services. We will retain your personal information whilst you have a valid subscription and for a period of 13 months from cessation of membership. You have the right to view any information held on request.

2b. Website:

Risbygate Sports Club take your privacy seriously and we will securely store your personal information (name, address, telephone numbers and email addresses) solely for the purposes of fulfilling our obligation to you as a member of Risbygate Sports Club or as a user of our facilities. Your personal information will not be passed to any other organisation or shared with any third party other than if required by other than if required governing sporting bodies for participation in national, county or local competitions and leagues, or by the statutory authorities or emergency services. We will retain your personal information whilst you have a valid subscription and for a period of 13 months from cessation of membership. You have the right to view any information held on request.

3. Storage of Data:

3a. Officers and Committee members:

1. Data will be held electronically on a secure password protected server.
2. Data will be accessible only to authorised Officers and Committee members as necessary to fulfil their role in The Club.

3b. Staff:

1. Data will be held electronically on a secure password protected server.
2. Hard copy data will be held in a securely stored folder/file on the Club premises, or remotely stored securely by the Club treasurer.
3. Data will be accessible only to authorised Officers and Committee members as necessary to fulfil their role in The Club.

3c. Members:

1. Data will be held on a secure password protected server
2. Hard copy data will be held in securely stored files or folders on the Club premises

3. Data may be securely stored remotely by officially appointed sporting section secretaries as appropriate.
4. Data will be accessible only to authorised officers of The Club as necessary to fulfil their role within The Club. Names and contact details may be shared with other Members, Team Captains or League Secretaries if they request it for carrying out a Club activity.

3d. Emergency Contacts

1. Data will be held on a secure password protected server
2. Hard copy data will be held in securely stored files or folders on The Club premises
3. Data will only be accessible to authorised officers of The Club

3e. Hirers of Club Facilities

1. Data will be held on a secure password protected server
2. Hard copy data will be held in securely stored files or folders on The Club premises
3. Details of financial transactions may be remotely securely stored by the Club Treasurer
4. Data will be accessible only to authorised officers of The Club as necessary to fulfil their role within The Club.

3f. Suppliers, Professional Contacts and Coaches

1. Data will be held on a secure password protected server
2. Hard copy data will be held in securely stored files or folders on The Club premises
3. Details of financial transactions may be remotely securely stored by the Club Treasurer
4. Data will be accessible only to authorised officers of The Club as necessary to fulfil their role within The Club.