



## **Beverley & East Riding Croquet Club: Privacy Notice**

### **Introduction**

This privacy notice describes how the **Beverley & East Riding Croquet Club** processes personal information ("the data") it holds about you, or that you are about to share with it. The club will endeavour to meet its obligations under the General Data Protection Regulation ("GDPR") to process your information fairly, but this notice outlines your rights if you object to how it treats your information.

### **Identity and Contact Details**

The controller of the data is the **Beverley & East Riding Croquet Club** ("the club"), which is an unincorporated association of its members. Its registered address is The Rowley Manor Hotel, Rowley Road, Little Weighton, HU20 3XR. It can be contacted through its Secretary at [dhj2017@gmail.com](mailto:dhj2017@gmail.com) or 0777 277 8232. The club has not appointed a Data Protection Officer under GDPR: **its committee is collectively responsible for its obligations.**

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.

### **Purpose and Lawful Basis for Processing**

The club processes (or will process) information about you in order to administer your membership and/or support its activities, for example the tournaments it runs and the entertainment of visiting groups.

The lawful basis for holding membership records is to fulfil the contract with you as a member (or potential member) of the club. More generally, the basis for the processing described above is that it is in the legitimate interests of the club in pursuit of the aims stated in its rules, yourself and/or the sport more widely.

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.

## **Categories of Personal Data**

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, emergency contacts)

Financial information relating to subscriptions 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

In addition, it may hold data relating to contracts with third parties, as noted above.

## **Information Sharing**

**The club will share your data with The Croquet Association if you elect to become a member of it or play in a tournament subject to its regulations**, and may do so with other individuals, clubs and federations connected with the sport, in connection with your participation in it.

**It will publish your name, contact details, membership class and handicap(s) in membership lists made available in the clubhouse and to fellow members**, to facilitate contact between members and to help them arrange games.

It may also share your name and images of you on the club website, with the Croquet Association, the Yorkshire Croquet Federation and national/local media.

In the event of an emergency the club may share relevant information with the emergency services if required.

The club uses the online **World Croquet Federation's court booking system (CBS)**, hosted by Watford CC. It does not share your data with any other club or administrator, but manages its own membership lists. Your club administrators (Mike Kirby and Debbie James) control all aspects of bookings at BERCC and members' contact details can be seen only by fellow club members. The CBS employs secure communication protocols and advanced encryption which is regularly updated.

The club will not share with existing club members data about potential members (and vice versa) until potential members have paid a subscription to become club members (at full or nominal rate, depending on the date of joining the club).

It will provide results of ranking games to ranking officers working on behalf of the World Croquet Federation and may publish tournament results and other information about club activities on [www.croquetscores.com](http://www.croquetscores.com), the CA's, Federation or its own websites.

**It will not pass your data to other organisations without your consent, unless under a legal obligation to do so.**

### **International Transfers/How Your Data Is Held**

Data processed by the club will be held and stored securely on servers held in the UK, European Union or countries which have equivalent data protection safeguards.

### **Retention Periods**

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 about you will be deleted six years after you last had financial dealings with the club.

### **Your Rights**

You have the right to object to how the club processes your personal information. In particular, you can request that your contact details are not shown in published membership lists. You also have the right to access, correct, and, in some cases, delete and restrict the use to which your information is put. In addition, you have the right to complain to the club (via Club Secretary at [dhj2017@gmail.com](mailto:dhj2017@gmail.com) or 0777 277 8232, or via another member of the Committee) and to the Information Commissioner at <http://ico.org.uk/global/contact-us>.

Please contact the Club Secretary in the first instance if you have any queries or concerns.

## **Data Sources**

The primary source for information about the club's members, tournament players and visitors is the people themselves. For those who are members of the Croquet Association, information may also be taken from its website.

## **Consequences of Failing to Provide Data**

If you do not provide the information required by the club to become a member, enter a tournament or visit the club then you will be unable to do so.

## **Automated Decision Making**

Software may be used to produce draws and orders of play for tournaments, but otherwise no automated decision making software is used by the club.

*All club members have been alerted to this policy/updates. A copy of this policy is posted in the clubhouse and is available to all club members on the club website, [www.beverleycroquet.org.uk](http://www.beverleycroquet.org.uk) (via Club page tab)*

*March 2022*