



WOODFORD HALSE CRICKET CLUB JUNIOR SECTION

04/01/2018

GDPR (General Data Protection Regulations)

Personal data is vital to allow Woodford Halse Junior Cricket Club to effectively manage their relationships with all people involved with the Club. However, it is important to balance this with the need to respect the privacy of individuals and to keep their information safe.

Woodford Halse Junior Cricket Club will, inevitably, process the personal data of people including members, staff, and volunteers and this means we are obliged to meet the requirements of data protection laws. These laws are changing soon and the new rules (the 'General Data Protection Regulation' or 'GDPR') will come into effect on 25 May 2018.

What data do we collect?

The only data we collect from members is the information we get from you on the membership form. We also keep a register of attendance, so we know which children are in our care and we may keep a record of what training a specific player has received so we can track this, to allow us to ensure that all the players receive their fair share and so that we can target specific coaching points.

Coaches and volunteers are DBS checked and as such details are submitted to the welfare officer, we also keep contact details and any training that they have undertaken so that we can advise as to and when these need to be renewed.

Why do we collect this?

The information we collect is to allow us to fulfil our duty of care and the ECB Safe hands policy, for the children we are responsible for during training and matches. This information is primarily, if the need arises, so we can contact you in the case of an emergency.

We also use this information to keep you informed of matches and training, should there be any last-minute changes.

How is this stored?

This information is kept in two ways, firstly the hard copy of the membership form signed by you is kept in a file with the welfare officer and is not brought to any of the training or matches. Secondly the information is collated onto a spread sheet and relevant information is then given to the head coaches, so they have this to hand on site at training and matches.

Who has access to this information?

Only the head coaches and welfare officer, we never share or sell any information with other third party's.



WOODFORD HALSE CRICKET CLUB JUNIOR SECTION

04/01/2018

How long is this information stored?

The information is stored for 12 months or the duration of the current cricket year, whichever is the shortest. At this point the hard copy will be securely destroyed and the data will be removed from our system

Can I ask a coach or welfare officer for the contact details of another parent?

You can ask but the answer will be Sorry No, we can't share the information we have. We have set up a closed page on our Facebook page which when you become a member you will be invited to join; this closed page is for the coaches and current members of the junior club. To allow you to ask questions, communicate with parents and coaches and help us run the club

What if I don't have Facebook

If you don't use Facebook, then let us know and we will contact you via e-mail with any information we feel you need

Can I see what information you have?

Yes, you can request to see the information we have, on your child. We encourage you to inform us of any changes with any of the information that you have provided, to make sure it's up to date. We can't let you see the information of any other child or club member.

Can I withhold this information?

Yes, you can refuse to give us the information we request, this is not a requirement, but a request, if you feel that you do not want us to hold the information on the membership form then that's your decision. But if we don't have your contact details then we will request that you attend and stay for the duration of the training and matches

What other information do you keep?

The only time we record and keep any other information, would be if you or your child was involved in an accident / incident whilst involved in an activity with the club. This information would be recorded and if required statements taken. This information would then be stored for no less than three years in line with current HSE policy. Depending on the type of incident these details may be passed on to the Northants County Cricket Welfare officer as detailed in the Safe Hands Policy