

Leek Wootton Sports Club - Personal Data Privacy Policy

Introduction

Leek Wootton Sports Club (LWSC) Personal Data Privacy Policy November 2022

We are responsible for the privacy of any personal information that you may provide to us or which we collect through your activity at the Leek Wootton Sports Club. We take this responsibility seriously. This document sets out how we handle personal data and how you can inform us of your preferences regarding your personal data.

Overview - Please read this even if you are not interested in further details!

In brief, we capture and process the personal data of our members to allow for proper collection of membership and other fees, administration of sports and social events and to control access to our Clubhouse. We record details of your access to our grounds and Clubhouse to maintain security of our facilities.

We share some membership data with the national regulatory bodies of the sports we provide. We also transfer your personal data to external data processing systems for our website, email broadcasting, accounting and other services. In each case, we hold a suitable data processing contract to ensure the service providers are required to secure our data, including your personal data.

We will remove your personal data from our operational systems after a specified period (e.g. 7 years after your membership lapses) and move this data into an archive that is used only for statistical analysis.

You have a right to see the personal data we hold on you, to instruct us how we may or may not use your personal data and to ask us to remove your personal data. To make any such request or instruction, please use the contact details shown below.

Our promise to you

We promise not to bombard you with emails! Occasionally we might let you know if we are holding an event, or send you an update with monthly newsletters from the club.

Our details – Who you are sharing personal data with

We are a members' sports club operating as a company limited by guarantee:

Leek Wootton Sports Club Off Quarry Close, Leek Wootton, CV35 7 QJ

Club main line number is 01926 852231

We are registered in England No. XXXX and were incorporated on XXXXX. Our Data Protection Officer is XXXXXX

His contact email address is: XXXXX

You can contact us by writing to the club at the address given above, by using our website general enquiry form, by email

The details – The basis of our personal data processing

We capture, store and use your personal data on the basis that this is necessary for us to fulfil your membership contract and for our legitimate interests in managing a members' sports club and in communicating with our members promoting our sporting activities and social events.

By providing your personal data (name, address, email address, phone numbers, children's names, etc.), you freely consent to The Leek Wootton Sports Club holding and using your personal data for the operation of the club and for the purposes set out in this privacy policy.

How do we use your personal data and why?

We collect your personal data from printed and online application forms that you complete, subsequent correspondence with you. We use this information in a variety of ways:

Membership Database

We keep the primary record of your personal data in our membership database. This database records details of your home address and each of the people at your household who have ever either given their details or had their details provided by others. This includes prospective, current and lapsed members of WBC. This personal data may include details of children at the household where those details are provided by their parents or guardians. We use this membership database to track your membership status, your contact details, your payment history, and your communication contact preferences, etc.

Email Broadcasting

Periodically, we extract data from the membership database to update our email broadcasting system. For our general communications, we only include those members who have not opted out of email communications. We group together all such people who have registered the same email address and address them with a composite salutation of all the member names. If any of the people sharing an email address opts out all people using this email address will cease to receive our communications.

Occasionally, we will contact lapsed members with special offers to rejoin the club.

Who has access to your data?

Your personal data will only be seen and used by authorised committee members of the Leek Wootton Sports Club. All committee members are reminded of their obligation of confidentiality when they take the role with LWSC.

Data retention

We will store your personal data for as long as you are a member of the club and for 7 years after your membership ceases. This period enables us to fully comply with our obligation to keep business records. After this period, we will archive your personal data so it cannot be used for operational purposes.

If you enquire about joining LWSC, but do not proceed to join the club, we will archive your details one year after your last enquiry. This period is to enable us to recognise your previous interest if you contact us again.

Confidentiality and security of your data

LWSC will take all reasonable steps to ensure that your personal data is kept secure.

Your data and rights

You have the following rights regarding the personal data we process. If you wish to make any instruction or request regarding your personal data, please email our **data protection officer at XXXXXXXX**

- Your personal information – access request

You are entitled to know if we process your personal information and request a copy of the details we hold.

- Data rectification – correcting mistakes

You are entitled to instruct LWSC to correct any personal information that is incorrect.

- Stop data processing

You are entitled to request that we stop processing your personal data.

- Stop direct marketing – opting out

We mainly send club communications via email and we will always give you the opportunity to unsubscribe from our emails

- Data portability – moving data
- Right to erasure – You are entitled to request that we erase the personal data that we hold on you.
- Right to complain – Information Commissioner’s Office (ICO)

Data Breach – What Happens

In the unlikely event that we suffer a data breach, we will inform you within 72 hours of becoming aware of the breach, as required by the General Data Protection Regulations.

Changes to this personal data privacy policy

We keep our personal data privacy policy under regular review. This privacy policy was updated on 25th November 2022. This policy supersedes the references to the Data Protection Act included in our membership contract. All other terms of the membership contract are unaffected.

Should the purposes for which LWSC holds or processes your personal information change, you will be notified of such changes on this page and by email unless you have opted out of communications.

Questions

Any questions regarding our Personal Data Privacy policy should be directed to

XXXXXX

Data Protection Officer

***All Personal Data Privacy Policies have been adopted by the Leek Wootton Sports Club and approved for use by the Leek Wootton Sports Club Committee**