

# THE NORTHERN CLUB



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Website : [www.northernclub.uk](http://www.northernclub.uk)

## DATA PRIVACY POLICY

### 1. About this Policy

This policy explains when and why we collect personal information about our members, how we use it and how we keep it secure and your rights in relation to it.

We may collect, use and store your personal data as described in this Policy and as described when we collect data from you.

We reserve the right to amend this Policy from time to time without prior notice. You are advised to check our website or Club noticeboard for any amendments.

We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner ([www.ico.gov.uk](http://www.ico.gov.uk)). For the purposes of the GDPR we will be the “controller” of all personal data we hold about you.

### 2. Who are we ?

We are the Northern Club. We can be contacted at [northern.manager@hotmail.com](mailto:northern.manager@hotmail.com) or on telephone number 0151 924 1594.

### 3. What information we collect and why.

Type of Information	Purposes	Legal basis of processing
Member's name, address, telephone numbers, email address, occupation, joining date, club section joined ie house (social), squash/racketball, cricket, bowls, hockey, related members.	Managing the member's membership of the Club.	Performing the Club's contract with the member (Club Rules). For the purposes of our legitimate interests in operating the club.
Member's name and telephone number.	Creating and managing the Club's hard copy abridged membership list held at the Club and available for members to consult.	For the purposes of our legitimate interests in operating the club and in order to provide a service to members.

Date of birth / age related information.	Managing membership categories which are age related.	Performing the Club's contract with the member.
Gender	Provision of adequate facilities for members.	For the purposes of our legitimate interests in ensuring that we provide suitable facilities (including changing rooms and toilets) for each gender.
Gender	Reporting information to National Governing Bodies	For the purposes of the legitimate interests of the National Governing Bodies to maintain diversity data required by Sports Councils.
Photographs and videos of members	Putting on the Club's website and social media pages and using in press releases	Consent. We will seek the Member's consent on the membership application form and each membership renewal form and the member may withdraw consent at any time by contacting us by email or letter.
Members and former Members name and email address	Passing to the National Governing Bodies to conduct surveys of members and former members. The surveys are for the benefit of the Club and other clubs and / or the benefit of the National Governing Bodies.	For the purposes of our legitimate interests in operating the Club and /or the legitimate interests of the National Governing Bodies in their national capacity.
Coaches, umpires and other officials' names, addresses, email addresses, telephone numbers, and relevant qualifications and / or experience.	Managing instruction and managing the efficient operation of the Club's teams.	For the purposes of our legitimate interests in ensuring that we can contact coaches and officials and provide details to members.
Medical information for children.	Manage the welfare of children.	Consent of a parent / guardian.
Emergency contact details for children.	Contacting parent / guardian in the event of an emergency.	For the purposes of our legitimate interests in operating the club.

#### **4. How we protect your personal data.**

We will not transfer your personal data without your consent.

We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.

For any payments which we take from you online we will use a recognised online secure payment system.

We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

#### **5. Who else has access to the information you provide to us?**

We will never sell your personal data. We will not share your personal data with any third parties without your prior consent except as already described or where required to do so by law or as set out in the following paragraph.

We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (eg for the online squash / racketball court booking system or to print newsletters and send you mailings). However, we would disclose only the personal data that is necessary for the third party to deliver the service and we would have a contract in place that requires them to keep your information secure and not use it for their own purposes.

#### **6. For how long do we keep your information?**

We will hold your personal data on our systems for as long as you are a member of the Club and for as long afterwards as it is in the Club's legitimate interest to do so or for as long as it is necessary to comply with our legal requirements. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations eg compliance with tax requirements and exemptions and the establishment, exercise or defence of legal claims.

#### **7. Your rights.**

You have rights under the GDPR :

- (a) to access your personal data
- (b) to be provided with information about how your personal data is processed
- (c) to have your personal data corrected
- (d) to have your personal data erased in certain circumstances

(e) to object to or restrict how your personal data is processed

(f) to have your personal data transferred to yourself or to another organisation in certain circumstances

You also have the right to take any complaints about how we process your personal data to the Information Commissioner at <https://ico.uk/concerns/>, telephone number 0303 123 1113 or by letter to Wycliffe House, Water Lane, Wilmslow. Cheshire SK9 5AF.

24<sup>th</sup> May 2018.