

Worcester Norton Croquet Club

Privacy Policy

1 Introduction

This Privacy Policy describes how Worcester Norton 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.

2 Identity and Contact Details

The controller of the data is the Worcester Norton Croquet Club ('the Club'), which is an unincorporated association of its members. Its address is Worcester Norton Sports Club, Brockhill Lane, Norton, WR5 2PP. It can be contacted through its Secretary (details on our website). 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 email services.

3 Purpose and Lawful Basis for Processing

The Club processes (or will process) information about you to administer your membership and/or support its activities, for example the tournaments/competitions 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.

4 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, email and social media addresses and telephone numbers)
- 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
- Your consent, or otherwise, for publication of photographs of you in Club material such as on the Website or Facebook page.

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

5 How your Information can be Updated, Corrected or Removed

To ensure the information we hold is accurate and up-to-date, members need to inform the Club of any changes to their personal information. You can do this by contacting the Secretary at any time.

Usually on an annual basis you will have the opportunity to update your information, as required, via a request to confirm your data provided by the Secretary. Should you wish to view the information that the Club holds on you, you can make this request by contacting the Secretary. There may be certain circumstances where we are not able to comply with this request. This would include where the information may contain references to

another individual or for legal, investigative or security reasons. Otherwise, we will usually respond within 14 days of the request being made.

6 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.

Any personal information about you held in secure areas on our website or in the Court Booking System (CBS) is accessible by their internal and external administrators.

We 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.

If you make use of the CBS your name will be held in the user list and you have the option to include your email address, telephone number and handicaps. These data are available to all other persons in the Club using CBS.

If you use the Club's WhatsApp groups, then your name and telephone number is available to other users.

If relevant, the Club 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 <https://croquetscores.com>, the CA's, Federation or its own websites.

Where we need to share your information outside the Club, e.g. in an emergency, we will, if possible, seek your permission and inform you with whom the information will be shared, and for what purpose.

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

7 International Transfers

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

8 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 no more than six years after you last had financial dealings with the club.

9 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 (see section 2 for contact details) and to the Information Commissioner at <https://ico.org.uk/global/contact-us>.

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

10 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.

11 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.

12 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.