



Tunbridge Wells Borderers Cricket Club

Home Ground: St. Marks Playing Field, Frant Road, Tunbridge Wells, Kent TN2 5LS

May 2018

Data Protection & Privacy Policy

The General Data Protection Regulation 2018 is the law that protects personal privacy and upholds individual's rights. It applies to anyone who handles or has access to people's personal data.

This policy is intended to ensure that personal information is dealt with properly and securely and in accordance with GDPR. It will apply to information regardless of the way it is used, recorded and stored and whether it is held in paper files or electronically.

1. Scope of the Policy

Personal information is any information that relates to a living individual who can be identified from the information. It also applies to personal data held visually in photographs or video clips (including CCTV) or as sound recordings.

The club collects a large amount of personal data every year including: -

Members names and addresses, E-mails, Telephone numbers & Ages
Juniors Names & Ages, & their parents' names and addresses, E-mails, & Telephone numbers

Statistical cricket details

Availability Schedules

In addition, it may be required by law or league regulations, to collect and use certain types of information to comply with statutory obligations, & ECB/league rules.

2. The Six Principles

The Act is based on six data protection principles, or rules for 'good information handling'.

1. Data must be processed fairly and lawfully.
2. Personal data shall be obtained only for one or more specific and lawful purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose(s) for which they are processed.
4. Personal data shall be accurate and where necessary kept up to date.
5. Personal data processed for any purpose(s) shall not be kept for longer than is necessary for that purpose.
6. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.



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3. Responsibilities

3.1 The club must:

Manage and process personal data properly

Protect the individual's right to privacy

Provide an individual with access to all personal data held on them.

The Club secretary is the main data controller for the club & together with the Director of Playing & the Colts Membership secretary, will control the data & ensure its correct use at all times.

3.2 The Club has a legal responsibility to comply with the Act. The Club is named as the Data Controller under the Act.

Data Controllers are people or organisations who hold and use personal information.

They decide how and why the information is used and have a responsibility to establish workplace practices and policies that are in line with the Act.

3.3 As it is a "non-profit making" the Club is NOT required to register with the Information Commissioner Office unless we sell any of the information that we have (Which we do not).

3.4 Every club member that holds personal information must comply with the Act when managing that information.

3.5 The Club is committed to maintaining the six principles at all times. This means that it will:

- inform Data Subjects why they need their personal information, how they will use it and with whom it may be shared. This is known as a Privacy Notice.
- check the quality and accuracy of the information held
- apply the records management policies and procedures to ensure that information is not held longer than is necessary
- ensure that when information is authorised for disposal it is done appropriately
- ensure appropriate security measures are in place to safeguard personal information whether that is held in paper files or on a computer system
- only share personal information with others when it is necessary and legally appropriate to do so
- set out clear procedures for responding to requests for access to personal information known as subject access in the Data Protection Act.
- train all necessary members so that they are aware of their responsibilities and of the club's relevant policies and procedures

This policy will be updated as necessary to reflect best practice or amendments made to the General Data Protection Regulation 2018.