



**Definition** – “The Club” refers to Clydesdale Cricket Club and all categories of membership of the club including social, cricket and hockey and any other sport that may affiliate to the club.

### **What we need from you**

When you register as a member of “The Club” or renew your membership (including if you are registering or renewing on behalf of a child under the age of 18), we will ask you for the following personal information:

- contact details – name, address, email address, gender and date of birth;
- membership criteria / category – hockey, cricket, family, social; and

“The Club” will be a “controller” of the personal information that you provide when joining the club.

### **Why we need your personal information**

We need to collect our members’ personal information so that we can manage your membership.

We will use our members’ personal information to:

- provide you with core member services, insurance and PVG checks;
- send you membership communications by post or email in relation to essential membership services, including but not limited to, membership renewals, information on membership benefits and events run by the club.

If you do not provide us with all of the personal information that we need to collect then this may affect our ability to offer the above membership services and benefits.

### **Why we need your personal information.**

We also process our members’ personal information in pursuit of our legitimate interests to:

- promote and encourage participation in the clubs’ sports by sending members’ communications and booking information for upcoming competitions and events. Our competitions and events may be filmed or photographed and your personal information may also be used in images captured from our competitions and events, which we use for promotional, education and development purposes,
- develop and maintain our members’ qualifications, including sending email communications to members to inform you of upcoming courses, renewal requirements and verify that you have completed any mandatory training and PVG / child protection requirements; and
- respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to the Club’s sports. We will use your personal information to investigate your complaint, suspend membership and take disciplinary action where appropriate.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us on [membership@clydesdalehockey.org.uk](mailto:membership@clydesdalehockey.org.uk). If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a member.



### **.../Why we need your personal information**

We are under a legal obligation to process certain personal information relating to our members for the purposes of complying with our obligations under the Protection of Vulnerable Groups (Scotland) Act 2007 to check that our coaches and volunteers are able to undertake regulated work with children and vulnerable adults.

### **Other uses of your personal information**

We may ask you if we can process your personal information for additional purposes. Where we do so, we will provide you with an additional privacy notice with information on how we will use your information for these additional purposes.

### **Who we share your personal information with**

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children.

We may also share personal information with our professional and legal advisors for the purposes of taking advice.

As an affiliated club of sports Governing bodies- Scottish Hockey and Crickey Scotland we are required to ensure that all of our members are members of the relevant sport's governing body as a condition of affiliation. We will share your name, date of birth and email address and membership category with Scottish Hockey or Cricket Scotland who will become a controller of your personal information when they receive it.

Scottish Hockey and Cricket Scotland's privacy notices explain how they use your personal information and can be accessed <http://www.cricketscotland.com/privacy-policy/> and [Privacy Policy - Scottish Hockey \(scottish-hockey.org.uk\)](http://www.scottish-hockey.org.uk/privacy-policy/).

We may also share information with other clubs, for the purposes of the administering the sport as required. In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

### **How we protect your personal information**

Your personal information is stored on our electronic filing system and our servers based in the UK, and is accessed by our staff and volunteers for the purposes set out above.

### **How long we keep your personal information**

We will only keep your personal information for as long as necessary to provide you with membership services. If you leave the club the club will retain your information for a maximum of 12 months from the end of the financial year in which the resignation was intimated. Any requested received from members or ex members to delete their record will be actioned with a month of receiving the request.



## Your rights

You can exercise any of the following rights by emailing the club on [membershipsecretary@clydesdalecricket.org.uk](mailto:membershipsecretary@clydesdalecricket.org.uk)

or writing to the membership secretary at Clydesdale Cricket Club, 22 Beaton Road, Glasgow G41 4LB.

Your rights in relation to your personal information are:

- The club is obliged to respond to requests you have a right to request access to the personal information that we hold about you by making a “subject access request”;
- if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- you have a right to request that we restrict the processing of your personal information for specific purposes; and
- if you wish us to delete your personal information, you may request that we do so.
- Any requests received by the Club will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner’s Office at [www.ico.org.uk](http://www.ico.org.uk)