



UXBRIDGE SPORTS CLUB

## PRIVACY NOTICE FOR OUR MEMBERS

We are committed to respecting your privacy. This notice is to explain how we may use personal information we collect during and after your membership with us. This notice applies to you if you have applied to become or are a current member of Uxbridge Sports Club. The notice explains how we comply with the law on data protection, what your rights are and that for the purposes of data protection we will be the controller of any of your personal information.

References to 'we, our or us' in this privacy notice are to the Uxbridge Sports Club, which oversees and encompasses UXBRIDGE BOWLS CLUB, UXBRIDGE CRICKET CLUB, UXBRIDGE RUGBY CLUB, UXBRIDGE SQUASH CLUB and UXBRIDGE LAWN TENNIS CLUB, all of whom have their base at GATTING WAY, PARK ROAD, UXBRIDGE UB8 1NR. Each Club has access to the personal data that is required to process your membership with USC and that individual Club.

We are the Data Controller, but have not, as yet, appointed a Data Protection Officer to oversee our compliance with data protection laws. We have chosen as an USC Executive Management Team (which includes senior representation of all playing sports) to ensure that we are working towards full GDPR compliance within our organisation. Contact details within USC are set out at the end of this privacy notice.

### 1. PERSONAL INFORMATION WE MAY COLLECT FROM YOU

Depending on the type of membership you enjoy with UCS, you will initially provide us with personal information about yourself, such as information regarding your:

- ^ personal contact details that allow us to contact you directly, name, address, email and telephone
- ^ date of birth
- ^ gender
- ^ membership start and end dates
- ^ any credit/debit card and other payment details you provide so that we can receive payments from you and details of financial transactions with you
- ^ CCTV footage and other information obtained through electronic means such as USC membership card.
- ^ playing records, including competitive results and individual performance data relating to matches/games played

^ attendance at USC or Club AGM's, Committee Meetings and ad hoc meetings

## 2. SPECIAL CATEGORIES OF PERSONAL INFORMATION

We may also request, store and use the following 'special categories' of more sensitive personal data regarding our junior members, up to the age of seventeen years old:

^ health information/conditions declared by junior members/parents (as stipulated by national sporting bodies) to ensure full awareness by USC coaches whilst the junior is involved in matches or coaching/training under their supervision.

^ name and contact details of next of kin of junior members, to enable USC coaches to make timely contact in emergency situations – please share this privacy notice with them as they have the same rights in relation to personal information.

We will only collect this medical information with full parental/junior consent.

## 2. WHEN WE COLLECT YOUR INFORMATION / CONSENT

We typically collect personal information about our members when you either apply to become a member of Uxbridge Sports Club, or annually renew your membership of one of our five associated sports clubs as detailed earlier. The 2018/19 membership and renewal forms both invite members to give their consent to the use of their personal data for membership and accounting purposes, in addition to giving consent for Uxbridge Sports Club and its associated Clubs to communicate newsletters and details of forthcoming events and functions to the members via email/post.

Members of Uxbridge Squash Club, should refer to their Squash Committee, for details of their existing contract and data privacy agreement with GLOBUS DATA UK LTD who provide the equipment, software and services to access and use their Club Solution Court Booking System.

## 3. USES MADE OF THE INFORMATION

The table below describes the main purposes for which we process your personal information, the categories of your information involved and our lawful basis for being able to do this.

Purpose	Personal Information Used	Lawful basis
To administer your membership with us and manage any support service or payment enquiries made by you.	All contact and membership details, transaction and payment information held	This is necessary to enable us to properly manage your membership with us.

Purpose	Personal Information Used	Lawful basis
To send you information such as membership offers, newsletters, functions and events, and all USC and sports updates	Contact and membership details	This is necessary to enable us to properly manage and administer your membership
To answer your queries or complaints	Contact details and records of your interactions with us	We have a legitimate interest of complaint resolution
Retention of records	All of the personal data we collect	We have a legitimate interest

Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time, by contacting us at the USC Office. Please note however that the withdrawal of your consent will not affect any use of the data made before you withdrew your consent.

## 5. HOW LONG DO WE KEEP PERSONAL INFORMATION FOR

The key aspect of our membership concerns its annual, cyclic nature. We will continue to review our current preference which is to hold expired membership personal data for up to two years following the expiry of any individual membership. Our justification for this is that Uxbridge Sports Club enjoys a high percentage of 16yr to 25yr olds as members, an age group whose membership is often broken by college, university and early life events that disrupt continuous periods of membership. Data relating to members attendances at Club AGM's and Committee Meetings plus individual sporting performance for Club teams will be archived and retained for posterity.

## 6.YOUR RIGHTS IN RELATION TO PERSONAL INFORMATION

You have the following rights in relation to your personal information

- ^ the right to be informed about how your personal information is being used.
- ^ the right to access the personal information we hold about you
- ^ the right to request the correction of inaccurate personal information we hold about you

^ the right to withdraw previous consent by contacting USC Office

You can contact us at the USC Office. If you are unhappy with the way we are using your personal information you can also complain to the UK Information Commissioners Office or your local data protection regulator. We are here to help and encourage you to contact us to resolve your complaint first.

#### 7. DISCLOSURE OF YOUR PERSONAL INFORMATION

^ only to any national or governing bodies for the sports covered by Uxbridge Sports Club

^ we do not share your personal data with any other third party without your previous approval

#### 8. CHANGES TO THIS NOTICE

We may update this privacy notice from time to time, and will always update the version date at the bottom of this document. Where required by law, we will seek your consent to changes in the way we use your personal information.

#### 9. CONTACTING US

All contact regarding GDPR / Data protection should be addressed to the Office at Uxbridge Sports Club, or email [admin@uxbridgesportsclub.co.uk](mailto:admin@uxbridgesportsclub.co.uk) initially for the attention of Bill Darvill, on behalf of the Executive Committee.

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

Bill Darvill on behalf of USC Executive Committee