



## Privacy Notice

Maidenhead Softball Club is committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, Maidenhead Softball Club is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

### What personal data we hold on you

You may give us information about yourself by filling in the membership form, or by corresponding with us by phone, e-mail or otherwise. The information you give us may include your name, date of birth, address, e-mail address, phone number. We may also ask for relevant health information.

### Why we need your personal data

The reason we need your Data is to be able to administer your membership and provide the membership services you are signing up to when you join club. Our lawful basis for processing your personal information is that we have an obligation to you as a member to provide the services we state within our constitution.

Reasons we need to process your data include

### For training, social and competition entry

- Sharing personal data with club coaches or officials to administer training sessions.
- Sharing personal data with club team managers to enter events.
- Sharing personal data with leagues and other competition providers for entry in events.

### For funding and reporting purposes

- Sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority.
- Analysing anonymised data to monitor club trends.
- Sharing an annual club survey to improve your experience as a club member.

### For membership and club management

- Processing of membership forms and payments.
- Sharing data with committee members to provide information about club activities, membership renewals or invitation to social events.
- Club newsletter promoting club activity.
- Publishing of competition results.

### Marketing and communications (where separate consent is provided)

- Sending information about promotions and offers from sponsors;
- Sending information about selling club kit, merchandise or fundraising.

Any special category health data we hold on you is only processed for the purpose(s) of passing health data to coaches to allow the safe running of training sessions. We process this data on the lawful basis of consent. Therefore, we will also need your explicit consent to process this data, which we will ask for at the point of collecting it.

On occasion we may collect personal data from non-members, such as a form at a taster event. This information will be stored for 4 weeks after an event and then destroyed securely. Our lawful basis for processing data is consent. Therefore, we will also need explicit consent from non-members to process this data, which we will ask for at the point of collecting it.

The club has the following social media pages, Facebook, WhatsApp, Twitter, Instagram. All members are free to join these pages. If you join one of the Social Media pages, please note that provider of the social media platform(s) has their own privacy policies and that the club do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data on the club social media pages.

### Who we share your personal data with

The Club does not supply any personal data it holds to any other third party. The Club's data processing requires your personal data to be transferred outside of the UK for the purpose of cloud hosting. Where the Club does transfer your personal data overseas it is with the appropriate safeguards in place to ensure the security of that personal data.

### How long we hold your personal data



# Maidenhead Softball Club

We will hold your personal data on file for as long as you are a member with us. Membership data is updated every year during our membership sign-up process. Any personal data we hold on you will be securely destroyed on May 25<sup>th</sup> each year if you have not consented to the club keeping it. Your data is not processed for any further purposes other than those detailed in this policy.

## **Your rights regarding your personal data**

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.

As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us we may not be able to register or administer your membership.