



Wicken Sports Club

Privacy Policy

Wicken Sports Club maintains relationships with various organisations who contribute collectively to the financial position of the club and make use of the facilities it provides. Each organisation has its own management structure, financial arrangements and maintains its own lists of members who participate in their activities.

To avoid duplication, Wicken Sports Club will not maintain personal data on the membership of each organisation who will maintain their own records in accordance with the General Data Protection Regulation (GDPR).

Sports and social representatives will be asked to provide written confirmation, when requested by the committee, that, as data controllers, their procedures comply with GDPR.

Wicken Sports Club will only retain personal data on the following categories :

- Officers of the Committee
- Nominated representatives from each organisation
- Information collected in respect of safeguarding monitoring.

The purpose for which the data is needed is to record the name and contact details of key personnel involved in the management of the club. The Club will ask for consent for this data to be held during the period the individual remains elected to the relevant position.

It is proposed that only the following data is held :

- First name
- Surname
- email address
- telephone number
- address
- status as officer/sports or other representative of the club
- date elected

The data will be held and maintained by the Membership Secretary in accordance with advice issued by the Information Commissioner ¹ and updated at annual renewal and if data changes are requested by the individual during the course of a membership year.

The information will only be made available, by specific request, to :

- An elected officer of the club
- A sport representative as held in club records
- A Team Captain who is also a member of Wicken Sports Club
- Anyone who has legal authority to request such information

¹ "A Practical Guide to IT Security " 6/1/2016 www.ico.org.uk



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Information will not be disclosed to any other person without the explicit consent of the member concerned. No information will ever be sold or passed onto third parties.

Individuals may withdraw their consent at any time and information held will be removed once all outstanding fees and subscriptions are paid.