



CAVERSHAM CROQUET CLUB

Privacy Policy

Introduction

This Privacy policy describes how the Caversham Croquet Club (CCC) processes the personal information ("the data") it holds about you, or that you are about to share with it. CCC is committed to keeping your information safe and to meet its obligations under the General Data Protection Regulation ("GDPR") to process it fairly. This notice also outlines your rights if you feel if CCC is not doing so.

Who are we?

The Controller of the data is Caversham Croquet Club (CCC), which is a non-profit making unincorporated association. It operates directly through its Officers and those serving on or on behalf of its Committee. It can be contacted through its office as below. Please identify any correspondence related to this notice with the subject "Data Protection: CCC".

CCC Secretary, 31, Deans Farm, Caversham, Reading, RG4 5JZ

e-mail: johnwakeford@icloud.com

What personal data do we keep?

- Your name.
- Contact details (e.g. postal & e-mail addresses, and telephone numbers).
- Financial information relating to subscriptions, sales and other transactions such as tournament entry. No credit card details are held by CCC online, and bank account details (for direct debits) are stored offline.
- Handicaps, rankings, eligibility criteria (potentially including nationality, residency and date of birth), qualifications and awards. Also, Committee membership or other service to CCC.
- Competition entries, management and results, including selection for and participation in teams or squads.
- Ages of members under 26, who pay a reduced annual subscription, and of those under 18, who are covered by the CCC Safeguarding policy.
- Disabilities, such as colour vision deficiency, where to do so would facilitate your participation in croquet.
- In addition, unstructured personal data relating to you may be held in e-mails sent to or from you, or between those acting on behalf of CCC, and in logs of requests you make to its website.

CCC will keep members' information safe, on well-maintained, up to date computing equipment fitted with good anti-virus software.

Why do we keep your personal data?

It is necessary to have this personal data to communicate effectively with Members about latest developments in the Club, forthcoming events such as Members' Days, other croquet competitions, the state of the lawn and club news in general. As a bare minimum, CCC requires a name and contact details to ensure that it can communicate with its members.

If you do not provide the basic information required by CCC to become a member, you will be unable to join the Club.

With whom do we share this personal data?

Your personal data will not be shared with any individual or organisation without your consent, except where necessary for CCC to provide its services, as detailed in the following paragraph.

Information Sharing

- CCC may share financial data relating to you with its payment processor, banks and BACS processor, for the purpose of collecting payments or making refunds.
- if you opt to become a standard member of the Croquet Association (CA), limited personal data is shared with the CA so that, for example, you can receive the *Croquet Gazette* direct to your home as well as access to the full CA website (where your data may be used according to the CA 's own data privacy statement):
<https://www.croquet.org.uk/?p=ca/gov/policies/DataProtection/PrivacyNotice>
- CCC may publish news, including photographs, tournament results and commentary on its website, other sites publishing croquet results, or social media sites.
- Otherwise, CCC will not pass your data to anyone.

How do we deal with a breach of the Privacy Policy?

We would review the cause of the breach, implement any necessary remedial action and apologise to the Member(s) concerned.

What do we do with your personal data if you cease to be a Member of the Club?

All your personal data will be deleted from the Club's information systems and records.

Your rights

You have the right to object to how CCC processes your personal information. In particular, you can request that your contact details are not shown in published membership lists. You also have the right to access, correct, and, in some cases, delete and restrict the use to which your information is put, but your participation in events or fulfilment of your membership rights may be restricted if you do so. In addition, you have the right to complain to CCC (see the first section for contact details) and to the Information Commissioner at

<http://ico.org.uk/global/contact-us>.

Please contact CCC (using the contact details above) in the first instance if you have any queries or concerns.

Amendments

We may update this policy from time to time by publishing a new version on our website. Significant changes will be notified in a news item.

Version 2.0

20 April 2022