

South West Federation of Croquet Clubs Privacy Notice

Introduction

This Privacy Notice describes how the South West Federation of Croquet Clubs (SWF) processes personal information (“the data”) it holds about you, or that you are about to share with it.

The SWF will endeavour to meet its obligations under the General Data Protection Regulation (“GDPR”) to process your information fairly. This Statement outlines what data we handle and outlines your rights if you object to how we treat your information.

The controller of the data is the SWF which is an unincorporated association of its members.

The SWF has not appointed a Data Protection Officer under GDPR: its committee is collectively responsible for its obligations.

The data is processed by SWF members acting in a voluntary capacity on its behalf and by internet service providers hosting its website and e-mail services.

Data processed by the SWF will be held on servers held in the UK, European Union or countries which have equivalent data protection safeguards.

Please address all queries and concerns relating to this Notice to:

- The Secretary
- Contact details for the current post holder may be found on the SWF website: www.swfcroquet.org.uk

Purpose and Lawful Basis for Processing

The SWF processes (or will process) information about you in order to administer your membership and / or support our activities. These include:

- Dissemination of information e.g.
 - Publication of SWAN
 - Publication of Cygnet
 - SWF website
- Publicising achievements and news e.g.
 - Results
 - Awards

The lawful basis for holding membership records is to fulfil the contract with you as a member (or potential member) of the SWF. More generally, the basis for the processing described above is that it is in the legitimate interests of the SWF in pursuit of the aims stated in our Constitution, yourself and/or the sport more widely.

Sources of Personal Data

The primary source for information about the SWF's members, tournament players and visitors is the people themselves. For those who are members of the Croquet Association, information may also be taken from its website.

If you do not provide the information required by the SWF to become a member, enter a tournament or visit the club then you will be unable to do so.

Categories of Personal Data

The SWF may hold and process the following categories of personal data about our current or potential members, League teams, Coaches, Referees, tournament players and visitors:

- Name
- Contact Details e.g.
 - Email
 - Postal address
 - Social media address
 - Telephone number
- Financial information relating to subscriptions and other transactions
- Handicaps, rankings and qualifications
- Information relating to committee membership or other service to the club
- Competition and tournament entries, management and results, including selection for and participation in club teams
- Photographs

We do not record what GDPR refers to as 'special categories of personal data' and do not undertake any personal profiling activities.

Software may be used to produce draws and orders of play for tournaments, but otherwise no automated decision-making software is used by the SWF.

We may also hold data relating to contracts with third parties

Information Sharing

Unless we have a legal obligation to do so, the SWF will not share your personal information with any other party, including other members, without your express and verifiable permission.

Retention Periods

Data about you will be deleted six years after you last had financial dealings with the club except where required for archiving purposes e.g.

- Results of tournaments and club competitions
- Records of club activity, such as minute books and membership lists

Your Rights

If you want to see the data held about you, you should contact the Secretary in the first instance.

You have the right to object to how the SWF 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. In addition, you have the right to complain to the SWF and to the Information Commissioner at <http://ico.org.uk/global/contact-us>

Agreement

All SWF Club Contacts (i.e. the person to whom Cygnet is sent), League Team Contacts and others providing personal data to the SWF must complete this form and return it (electronically or hard copy) to the Secretary:

Linda Shaw
21 Grove Avenue, Bristol, BS9 2RP
lindawithani@hotmail.com

I have read and understood SWF's Privacy Notice.

I agree to its terms.

Signed

Name

Club

Role/s in which you may be contacted e.g. club contact, coach, handicapper, treasurer, league team contact

Email

Date