



Penrith Squash & Racketball Privacy Notice

Summary of how we use your data

- Penrith Squash & Racketball (PSR) uses your personal data to manage and administer your membership and your involvement with its teams and club, and to keep in contact with you for these purposes
- Some data is shared with England Squash (ES), who use your data to regulate, develop and manage the game.
- Where we or ES rely on your consent, such as any consent we seek for email marketing, you can withdraw this consent at any time.
- Amongst the data we collect from you may be medical (including injury) information. We will hold this where you (or your parent) have given consent, so that we can ensure we are aware of your condition and can that you are supported appropriately.
- Where you work in a particular role within the game, you may be required to undergo a Disclosure & Barring Service check. The result of this check will be recorded.

What does this policy cover?

This policy describes how PSR (also referred to as “the Club”, “we” or “us”) will make use of the data we handle in relation to our members and players.

It also describes your data protection rights, including a right to object to some of the processing which we carry out. More information about your rights, and how to exercise them, is set out in the “What rights do I have?” section.

What information do we collect?

We collect and process personal data from you or your parent when you join and when we carry out annual renewals of your membership. This includes:

- your name
- your gender,
- your date of birth,
- your home address, email address and phone number;
- your type of membership and involvement in particular teams, or any key role you may have been allocated, such as Chair, Safeguarding Lead, Membership Secretary etc.;
- your payment and/or bank account details, where you provide these to pay for membership or receive expenses from us;

- your medical conditions or disability, where you provide this to us with your consent (or your parent's consent) to ensure we are aware of any support we may need to provide to you.

What information do we receive from third parties?

Sometimes, we receive information about you from third parties. For example, if you are a child, we may be given information about you by your parents.

How do we use this information, and what is the legal basis for this use?

We process this personal data for the following purposes:

- To fulfil a contract, or take steps linked to a contract: this is relevant where you make a payment for your membership and any merchandise, or enter a competition. This includes:
 - taking payments;
 - communicating with you;
 - providing and arranging the delivery or other provision of products, prizes or services;
- As required by the Club to conduct our business and pursue our legitimate interests, in particular:
 - we will use your information to manage and administer your membership and your involvement with its teams and club, and to keep in contact with you for these purposes;
 - we will also use data to maintain records of our performances and history, including match reports, score lines and team sheets;
- Where you give us consent:
 - we may handle medical or disability information you or your parent provides to us, to ensure we support you appropriately;
 - on other occasions where we ask you for consent, we will use the data for the purpose which we explain at that time.
- For purposes which are required by law:
 - we maintain records such as health and safety records and accounting records in order to meet specific legal requirements;
 - we ensure, where you will work with children, that you have undergone an appropriate DBS check – this is also carried out with your consent.
 - we may respond to requests by government or law enforcement authorities conducting an investigation.

Who will we share this data with, where and when?

In addition to sharing data with ES, we will share you data with:

- ClubNet, for management of our website
- Dodd & Co, for processing mandated DD payments, where applicable

Personal data may be shared with government authorities and/or law enforcement officials if required for the purposes above, if mandated by law.

What rights do I have?

You have the right to **ask us for a copy** of your personal data; to **correct, delete or restrict** (stop any active) processing of your personal data; and to **obtain the personal data you provide to us for a contract or with your consent in a structured, machine readable format**.

In addition, you can **object to the processing** of your personal data in some circumstances (in particular, where we don't have to process the data to meet a contractual or other legal requirement, or where we are using the data for direct marketing).

These **rights may be limited**, for example if fulfilling your request would reveal personal data about another person, or if you ask us to delete information which we are required by law to keep or have compelling legitimate interests in keeping.

To exercise any of these rights, you can get in touch with us. If you have unresolved concerns, you have the **right to complain** to the Information Commissioner's Office.

How do I get in touch with you?

We hope that we can satisfy queries you may have about the way we process your data. If you have any concerns about how we process your data, you can get in touch at info@penrithsquash.co.uk.

How long will you retain my data?

We process the majority of your data for as long as you are an active member and for 7 years after this.

We will retain information held to maintain statutory records in line with appropriate statutory requirements or guidance.

17th May 2018