



# Tintwistle Cricket Club

**Document Name:** Privacy Policy

**Author(s):** Stuart Rose

**Approved by:** Selection Committee

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## TCC PRIVACY POLICY

### Purpose of the document

This document explains how Tintwistle Cricket Club make sure any data we collect from you is handled correctly, in line with GDPR regulations and most importantly ensures we protect your privacy at all times.

### Information about you

We need some information about you so that we can do the things we promise to do for you. We tell you all the detail when you or Your Grown-Up signs you up for each new ECB thing but, to give you an idea, the types of information we will ask for are:

- your name – usually your first name and last name
- how we can contact you – such as your address or an email address (if you have one) and phone number (including a parent or guardians' number if you are under 16).
- how old you are – this will be important because some of the things we do and some of our competitions are age specific, so we need to check that you are the right age to take part.
- whether you are a boy or girl, whether you have any special needs to be able to join in. This helps us to make sure that everyone gets a fair chance to join in cricket activities and we understand any special needs to ensure people stay safe and we can react accordingly to any situations that may arise.

Most of this information will come from you or Your Grown-Up. Sometimes we add some information that we already have or that we get from someone else who helps us keep our promises to you (like the people that set up our apps) or that run cricket events (like All Stars Cricket centres and cricket clubs).

### We are allowed to use your information:

- to do what we promise we will do: if we promise that we will do something for you, then we will use your information to help us keep that promise.
- to keep in touch with you: we will use your information to keep in touch with you if you have consented for this to happen.
- to ensure we understand any special needs you may have and make sure we cater for them and also keep you or your child safe whilst at the club.

### How long we keep your information

We will normally keep your information for two years (we will tell you if we keep it longer or for less time when you give us your information for something particular). After the two years, if we don't have any contact with you, we will just keep a note of you name and why we had you on our system and we will get rid of everything else.

### Where your data will be kept

All data will be securely stored in the United Kingdom, all files holding your information will be password protected, on secure servers and will not be sent across any unsecure mediums of communication.

### If you move house or something else about you changes

We would like you to tell us if you move house or something else about you changes so that we can make sure we send things to your new address and do things that are right for you once things have changed.

### What you can make us do with your information

- right to see your information. You can ask us to explain what information we have about you and what we do with it and can also ask for a copy of it.



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- right to stop us sending you information. You can stop us from sending information about activities, competitions and other things we think you may like at any time just by telling us to.
- right to correct things. If any of the information we hold about you isn't correct, you can ask us to correct it.
- right to delete your information. Sometimes you may be able to make us get rid of your information.

## **Covid**

We may need to ask you to check in on Track and Trace for Covid subject to changes in current medical advice. All data will be managed through the approved NHS applications and no data will be stored directly by the club.

## **If you are not happy**

We will work hard to make sure all the information we have about you is treated correctly but please email the club at [TintwistleCricketClub@hotmail.com](mailto:TintwistleCricketClub@hotmail.com) if you have any concerns.