

## NCPC Privacy Notice for our members

The General Data Protection Regulation (GDPR) will apply in the UK from 25 May 2018. It replaces the 1998 Data Protection Act and introduces new rules on privacy notices, as well as the processing and safeguarding of personal data. This notice is to explain how we may use your personal information while you are a member of NCPC.

We have not appointed a Data Protection Officer as we are not required to do so. As we are a sports organisation, we are considered a data controller as we collect certain data and decide how that data is processed and used. The Committee has acted as a GDPR working group to ensure compliance. The Club Secretary will have overall responsibility for data protection specifically against accidental loss, damage or destruction.

First and most importantly, we do not share your information with any other party. We do not use a public cloud provider to store or share data. Your details are used for Club membership and communication purposes only.

It is important to note that we have a legitimate interest, in order to administer and manage your membership. We appreciate that you have trusted us with information that is important to you, and we want to be transparent about how we use and store it.

Our Privacy Notice covers the following matters:

- Information we collect
- How we use this information
- You rights to access and control your personal data
- Data retention
- Our policy regarding children's information
- Information security

In order to create a Membership Register we collect your full name, gender, address and postcode, telephone number, email address, level of previous playing experience, licence number for Pétanque England if a member, provided when you complete a Membership Application or Renewal Form. We do not collect, store or use any special categories of more sensitive personal information. Primarily we use this information for contact purposes, but also for planning in terms of provision of club facilities, equipment, and consumables required.

Where you have given us your consent to use your personal information, you have the right to withdraw this consent at any time, by contacting the Club Secretary.

You have the right to request access to the information we have about you; to do this please contact the Club Secretary. If you believe the information we have about you is incorrect, you are welcome to ask us to update it and keep your data accurate. You have the right to decline use of your email address to receive newsletters, etc and to receive these in hard copy form instead. You also have the right not to share your details on our Contacts list which is distributed annually ONLY to club members for club business, such as arranging or cancelling matches.

If you choose to terminate your membership, your details will be removed from the current record and archived for the remainder of the year. If you forget to renew your membership by the due date, you will be sent a polite reminder, then if no reply is received, your contact details will be deleted after 90 days.

We appreciate the importance of protecting information about children. Individuals under the age of 13 are not permitted to become Club members but must be part of a family membership with their parents' specific permission. We only record the individual's name, age and gender plus the parents or carers contact details.

Information is stored only on the personal computers of the relevant Club Officers, namely the Chairperson, Secretary and Treasurer. Their machines are password protected and information files are encrypted. The Membership Secretary keeps a hard copy file of Application and Renewal forms stored at their home address. All reasonable steps are taken to keep items secure.

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of the page and notify you.

In the event of any query or complaint in connection with the information we hold about you, please email [nottinghamcitypetanqueclub@gmail.com](mailto:nottinghamcitypetanqueclub@gmail.com) f.a.o. Club Secretary

Version dated [v1] May 3<sup>rd</sup> 2018