



THE PARKLANGLEY CLUB

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Club Privacy & Data Protection Notice

The Parklangley Club (Club) ("we", "our", "us") take your privacy very seriously.

This Privacy Notice sets out how we use and look after the personal information you give us. We are the data controller, responsible for the processing of any personal data you give us. We take reasonable care to keep your personal data secure and to prevent any unauthorised access to or use of it.

What personal data we hold on you:

“Personal data” means any information about an individual from which that individual can be identified.

You provide information about yourself when you register with the Club, and by filling in forms at an event or online, or by corresponding with us by phone, e-mail or otherwise.

The information you give us may include your name, date of birth, address, e-mail address, phone number, gender, and the contact details of a third party in the case of emergency. We may also ask for relevant health information (which is classed as special category personal data), for the purposes of your health, wellbeing and welfare, and to help us take appropriate safeguarding measures. Where we hold this special category personal data, it will be with your consent or, if applicable, your parent or guardian.

Where we need to collect personal data from you to fulfil Club responsibilities and you choose not to provide that data, we may have to refuse you membership, terminate your membership, or refuse your application to join courses or other events.

Why we need your personal data:

We will only use personal data for the purposes for which it has been specifically provided.



The Parklangley Club is a non-profit-making organisation owned by its members and dedicated to providing sporting facilities to the local community

We request personal data to be able to process and administer your application for membership, lessons, courses, or other services (as appropriate) for which you have registered.

We have set out below, in a table format, a description of all the ways we plan to use your personal data, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are where appropriate.

| Purpose/ Processing Activity | Lawful Basis for processing under Article 6 of the GDPR. |
|---|--|
| Processing membership forms and payments/ subs | Performance of a contract |
| Organising Coaching Programmes and Social activities | Performance of a contract |
| Sending out match or Club information and updates | Performance of a contract |
| Sharing data with coaches, managers, or officials to run coaching sessions or enter or run competitions and other events. | Performance of a contract |
| Sharing data with sports leagues the Club participates in; with organisation's and county sports associations of which the Club maintains relevant memberships with and with competition providers. | Performance of a contract |
| Sharing data with committee members to provide information about club activities, membership renewals or invitation to social events/activities | The Club has a legitimate interest in maintaining appropriate records so as to report on Club and Community use. |
| Sharing data with third party service or facility providers including match organisers and officials from other Clubs in relation to events and/or matches. | The Club has a legitimate interest in delivering services to you efficiently, using third parties where this is for the benefit of the Club and/or its members or other users. |
| Sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority | The Club has a legitimate interest in running its services efficiently. Application for funding is a purpose that benefits the Club, its members, and other users. |



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| Publishing match and league results | Consent. We will only publish your personal data in a public domain, including images and names, if you have given your consent for us to do so. In the case of children under the age of 13 then we will do so only with written consent of their parent/guardian |
| Sending out marketing information such as newsletters and information about promotions and offers from sponsors | Consent. We will only send you direct marketing if you are a member, or other user of the Club and you have not previously objected to this marketing, or if you have actively provided your consent. |
| Understanding possible health risks | Consent. We will only process your personal health data with your consent. |

We may also disclose your personal data to third parties to comply with a legal obligation; or to protect the rights, property, or safety of our members, staff, or other users.

Protection of your personal data:

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used, or accessed in an unauthorised way, altered, or disclosed.

How long we hold your personal data:

We keep your personal data while you continue to be a member or are an active user of the Club. We will delete your personal data as soon as reasonably practicable after you have ended your membership or ceased to use the Club (on a permanent basis) or sooner if specifically requested and we are able to do so. We may need to retain some personal data for longer for legal or regulatory purposes.

Your rights regarding your personal data:

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK’s data protection supervisory authority, the Information Commissioner’s Office about the processing of your personal data.

We may update this Privacy Notice from time to time. The current copy will be available on our website under the Club Governance and Policy sections.

If you have any questions about this Privacy Notice then please contact the Club DPO – Dave Cooke, Club Manager.



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