

## Westcliff Rugby Football Club

## **Privacy Policy**

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9<sup>th</sup> February 2021

Approved by:

**Richard Johnson:** 

**Data Officer** 





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### 1 Summary of how we and the RFU use your data

- Westcliff Rugby Football Club 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 and to keep you up-to-date with club news and events.
- Some data is shared with the RFU, who use your data to regulate, develop and manage the game.
- Data is also shared with third parties to provide necessary training
- Where we or the RFU 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 using the RFU's eDBS system. The result of this check will be input into your Game Management Service (GMS) record.
- Data, by way of footage, is collected via the Clubs CCTV. The Clubs full CCTV
  Policy can be found on the Clubs Website: <u>Documents and Forms Westcliff Rugby</u>
  Football Club (westcliffrfc.co.uk)

### 2 What does this policy cover?

This policy describes how Westcliff Rugby Football Club (also referred to as "the Club", "we" or "us") will make use of the data we handle in relation to our members and players, including our use of the Game Management System ("GMS") provided by the Rugby Football Union ("RFU"). The policy also describes the RFU's use of data on GMS.

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.

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#### 3 What information do we collect?

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

- your name
- your gender,
- · your date of birth,
- your RFU ID (as assigned in GMS)
- your home address, email address and phone number;
- your passport and NI details, where we have to check your eligibility or ability to work for us;
- 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;
- your marketing preferences, including any consents you have given 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.

Some information will be generated as part of your involvement with us, in particular data about your performance, involvement in particular matches in match reports and details of any disciplinary issues or incidents you may be involved in on and off the pitch, such as within health and safety records.

## 4 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.

We may receive information relating to your existing registrations with other clubs or rugby bodies or disciplinary history from the RFU through GMS. Additionally, for certain role holders or those working with children, we may receive information from the Disclosure and Barring Service and RFU on the status of any DBS check you have been required to take.

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# 5 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;
  - we use data of some individuals to invite them to take part in market research;
- Where you give us consent:
  - we will send you direct marketing or promotional material by email;
  - 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.
  - where you hold a role at the Club requiring us to check your right to work, we may process information to meet our statutory duties;
  - we may respond to requests by government or law enforcement authorities conducting an investigation.

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### 6 How does the RFU use any of my information?

The RFU provides GMS, but make its own use of the following information:

- your name;
- your gender;
- your date of birth;
- your RFU ID (as assigned in GMS);
- your home address, email address and phone number; and
- your type of membership and involvement in particular teams at the Club, or any key role you may have been allocated, such as Chair, Safeguarding Lead, Membership Secretary etc.

#### The RFU uses this information as follows:

- As required by the RFU to conduct its business and pursue its legitimate interests, in particular:
  - communicating with you or about you where necessary to administer Rugby in England, including responding to any questions you send to the RFU about GMS;
  - administering and ensuring the eligibility of players, match officials and others involved in English rugby – this may involve the receipt of limited amounts of sensitive data in relation to disabled players, where they are registered for a disabled league or team, or in relation to anti-doping matters;
  - maintaining records of the game as played in England, in particular maintaining details of discipline and misconduct;
  - monitoring use of GMS, and using this to help it monitor, improve and protect its content and services and investigate any complaints received from you or from others about GMS;
  - maintaining statistics and conducting analysis on the make-up of rugby's participants;
  - ensuring compliance with the current RFU Rules and Regulations including those on the affiliation of clubs, referee societies, constituent bodies and other rugby bodies, and registration of players; and
  - communicating with you to ask for your opinion on RFU initiatives.

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- For purposes which are required by law:
  - The RFU will ensure, where you will work with children and where this is required, that you have undergone an appropriate DBS check – this is also carried out with your consent.
  - The RFU may respond to requests by government or law enforcement authorities conducting an investigation.

### 7 Withdrawing consent or otherwise objecting to direct marketing

Wherever we rely on your consent, you will always be able to withdraw that consent, although we may have other legal grounds for processing your data for other purposes, such as those set out above. In some cases, we are able to send you direct marketing without your consent, where we rely on our legitimate interests. You have an absolute right to optout of direct marketing, or profiling we carry out for direct marketing, at any time. You can do this by following the instructions in the communication where this is an electronic message, or by contacting us using the details set out below in the "How do I get in touch with you or the RFU?" section.

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

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

#### Directors data:

- Company House for the registration of the Club and its Directors
- HMRC to facilitate tax returns and payments
- Community Amateur Sports Club (Gov.UK) to secure tax relief and other benefits for the Club
- Building Security Company for alarm maintenance & activation support
- Banks to provide the Club with depositing and payment facilities of its money
- Insurance companies to mitigate against loss

#### Bar Manager:

Alcohol Licencing Authority for the licence to serve alcohol within agreed parameters

#### Volunteers:

- Training providers to help improve the quality of the Clubs services
- Disclosure and Barring Service (DBS) checking company to help safeguard children by checking for criminal records

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#### Players:

- Schools to assist parents in sharing necessary injury information that might impact school life
- Doctors and Hospitals in case of major injury to provide information during the diagnostic process.

#### Other:

• Tour providers to allow them to facilitate activities, accommodation, food, travel and special requirements highlighted by the touring person or their parent/guardian.

Optional third party communication applications are sometimes used to supplement communications via e-mail. These third parties will have their own Privacy Terms and Conditions and will require a direct agreement between the user and the provider. This agreement is outside the control of the Club. All information required for membership will be available via e-mail. Optional third party applications used are:

- Team Facebook © pages which are available and are closed groups (see the Clubs Social Media Policy). A request to join the group will be accepted as the data owners consent to participate.
- Teamer © which some age groups Managers use to co-ordinate team selection. This will require data owners consent prior to an invitation to join the group.
- WhatsApp © which some age groups Managers use to co-ordinate team selection and training. This will require data owners consent prior to adding to the group as members will see each other's data.
- Mail Chimp © which is used to distribute the Clubs eNews letter. Consent will be obtained by the data owner to receive this service.

Some limited information may be shared with other stakeholders in rugby, such as other clubs, Constituent Bodies, referee societies, league organisers, so that they can maintain appropriate records and assist us in organising matches and administering the game.

Personal data may be shared with government authorities and/or law enforcement officials if required for the purposes above, if mandated by law or if required for the legal protection of our or the RFU's legitimate interests in compliance with applicable laws.

Personal data will also be shared with third party service providers, who will process it on our behalf for the purposes identified above. Such third parties include the RFU as the provider of GMS and our website developer Gompels.net and their chosen host company 1and1 who are both UK based and subject to GDPR. Gompele.net only process the provided information for publishing on the Clubs web-site.

Where information is transferred outside the EEA, and where this is to a stakeholder or vendor in a country that is not subject to an adequacy decision by the EU Commission, data is adequately protected by EU Commission approved standard contractual clauses, an

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appropriate Privacy Shield certification or a vendor's Processor Binding Corporate Rules. A copy of the relevant mechanism can be provided for your review on request.

### 9 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.

You have the same rights for data held by the RFU for its own purposes on GMS.

To exercise any of these rights, you can get in touch with us—or, as appropriate, the RFU or its data protection officer — using the details set out below. If you have unresolved concerns, you have the **right to complain** to the Information Commissioner's Office.

Much of the information listed above must be provided on a mandatory basis so that we can make the appropriate legal checks and register you as required by RFU Rules and Regulations. We will inform you which information is mandatory when it is collected. Some information is optional, particularly information such as your medical information. If this is not provided, we may not be able to provide you with appropriate assistance, services or support.

### 10 How do I get in touch with you or the RFU?

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, or would like to opt out of direct marketing, you can get in touch using the email address <a href="mailto:data@WestcliffRFC.co.uk">data@WestcliffRFC.co.uk</a> or by writing to The Data Officer, Westcliff Rugby Football Club, Airport Business Park, Cherry Orchard Way, Rochford, Essex, SS4 1YG.

If you have any concerns about how the RFU process your data, you can get in touch at legal@rfu.com or by writing to The Data Protection Officer, Rugby Football Union, Twickenham Stadium, 200 Whitton Road, Twickenham TW2 7BA.

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### 11 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 1 year after this.

Where we process personal data for marketing purposes or with your consent, we process the data until you ask us to stop, when we will only process the data for a short period after this (to allow us to implement your requests). We also keep a record of the fact that you have asked us not to send you direct marketing or to process your data indefinitely so that we can respect your request in future.

Where we process personal data in connection with performing a contract or for a competition, we keep the data for 6 years from your last interaction with us.

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

The RFU will maintain records of individuals who have registered on GMS, records of DBS checks and the resulting outcomes and other disciplinary matters for such period as is set out in the RFU's privacy notice to be set out on www.englandrugby.com.

Records of your involvement in a particular match, on team sheets, on results pages or in match reports may be held indefinitely both by us and the RFU in order to maintain a record of the game.

#### 12 Further Information

further, and more detailed information of specific data collected, stored, and processed by the club can be found in the Personal Data Inventory (Appendix A), also published on the Clubs Website.

The following documents processes flow charts can also be found on the Club Website:

- CCTV Policy
- Data Beach Management (Appendix B)
- Subject Access Request (Appendix C)

Appendices will be available as separate documents on the Clubs web site to make viewing easier.

#### FURTHER INFORMATION ON PRIVACY NOTICES CAN BE FOUND HERE:

https://ico.org.uk/for-organisations/guide-to-data-protection/privacy-notices-transparency-and-control/privacy-notices-under-the-eu-general-data-protection-regulation/

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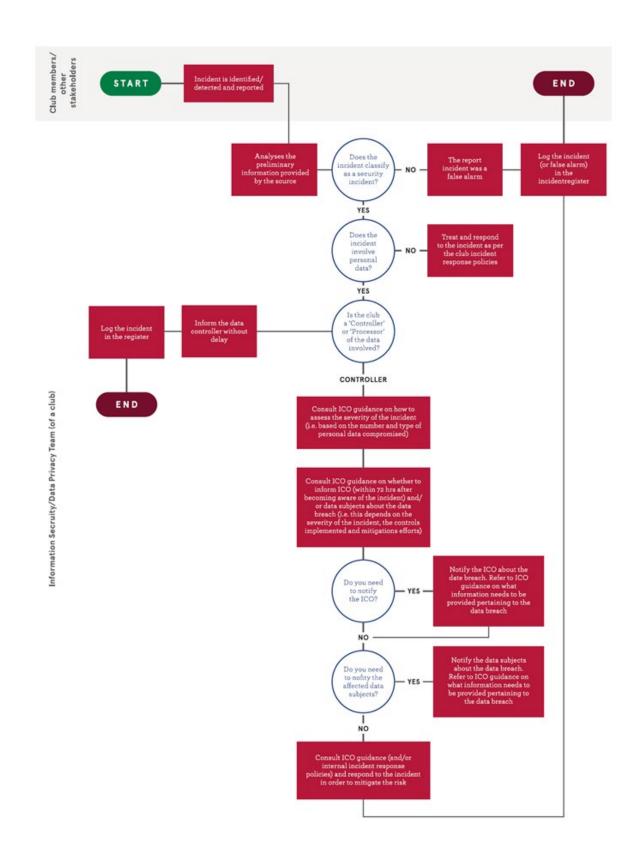
## Appendix A: Personal Data Inventory

NOTE: Data will be subject to audit by the Data Officer, selected Volunteers from Westcliff Rugby Football Club, and representatives of the RFU and applicable legistive bodies.	Disposal methods	Deletion and Shredding	Deletion from Device	10	å	Documents are Shredded Delection and Shredding	Volumer form is readed once of the applicants data is extend onto the GMS System is	Deletion from Device	100		2		100		5 5 4	Records are delated	The Booklet in shredded	ш		Shed Hard Copy Delete Soft Copy		Delives Soft Capy	Statistical Copy an Dalata Soft Copy	Delete Soft Copy	Auto-Deletion unless downloaded & stored in-line with the Clubs CCTV Police	Delete Seft Copy	N/a ar Delate Soft Copy		Delete Soft Copy
nd applicab	Reterritor periodi	White Active	Ouring Active membership - 1 year	Active membership - I year	Active membership • 1 year	7 years Date held until	completion of appeared process and the applicated data is the transferred on to the GMS system. Data on the GMS system is not the GM	Active Mentenhip +1 year	Active Membership +3 year	Physic notes 3 years and C3D until the immediate injury has been treated and, if persoribed, at the and of the return to also screen.	Active Mambership	Until consent has been withdrawn, or membership has expired + 1 year	Active reenhership of applicable Volunteer	Active Membership + 6 months	Clab - 1 Season + 5 menths	Period of Employment + 7 years	On completion of contract or withdrawal of the engine - 1 year	Until consent has been with france	Upon Completation of Spansonship period + 7 veers			Max 3 months after tour	During Active membership + 2 year	Active Period	Sodeys	Duration of Employment	UNI MARK Active - 1 year		Wallet Active Participation
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presentatives of	is a contract in place?	Yes	IFU is the Governing Body	PFU is the Governing Body	RFU is the Governing Body	Yes Billiothe Courseles Body		No	No	oo.	ok	Į.	FFU is the Governing Body.	No	Optional data sharing in applications will require direct. To contacted agreement between Values and facilitate.	Yes	4/4	u/a	Yes	Yes	Tes	Yes	AVV is the Governing Body	Yes	No	Yes	Yes		N/e
all Club, and re	How is the data transferred?	e-real On-line Post - recorded delivery	APU has access to GA/5 Database	BFU has access to GMS Detabase	RFU has access to GMS Database	De-line forms	potentials or section and sect	enal	verbally	Verbile & e-mail	World Wide Web	Maliching	lene	FUID Card coursament Team existration Form	rrail arebook (Optional) fratules (Optional) samer Met (Optional)	On-like forms via a program installed on the computer	4/4	4/4	Or-line forms via a program installed on the computer	On-line forms via a program installed on the computer	hema	- uni	ema	jeu-a	имоз сопротаг всови	enineform	Or-Incidens e-mail		*/4
liff Rugby Footh	Which third parties is the data shared with? (V applicate)	Company Nouse HMMC NEU CASC	AFU and RFU Constituent Body	U and RFU Convituent dy	U and RFU Constituent dy	Cub lank	Four Construent Book	N/s	Other Clubs & Emergency Services if required?	Rail, Dector, or Hespital (if Serious)	All-Only frent end (problehed) deta	1014	Mill & Other Puglty Clabs	Other Clubs and Match and Tournament Organisers	Deta transfer via optional methods are subject to data sharing as per the facilitators Princey Policy	HMIC	e/e	9/4	HWITC	HWAC (Gift Ald)	Tave Organison Accompliate Previder (groof of Ideatity & age and for radiety registers) (fight Provider (# applicable)	Tour Organison Accomplished Provider (proof of Identity & age and for safety registers) Fish Provider (Facility)	NJU (If Sections)	Security Company		LiencingBody	Insurance Company Training Provider		16/4
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be subject to audit	How was consent gained?			4		1/12		4	N/a		Content optained by e-mail for content information published on public domain section on website, or via Volunteers form	lenbership forms			Consent gained for optional data charity methods. As age group threshools are dosed groups to consent is considered upon			Memberský forms e-mail e-form			our Consent form	détoral leferaction faquest E-	4						Member will initiate propess via
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Last review date: Email address:	Cetagory of individuals (4g. employees, customens, etc.)	rectors	taki.	rents	dalNambers	Members Members Prants		Nyers		Physics	declare	embers	Volunteers	Hayers	Payers (Adult) Payers (Adult)	seaksplus Bujept-us	Venue lieur	Part Venue hiver Members	soro	Decem	wring Part Adults and Children	outsgluty	embers	Volunteers & Employees	Tr.	Engloyee	Executiva Conveittoa Voluntear		Members
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Main address: Carry Rediction Contact for GDPR: Date Contact for GDP	Type:	Name, Anadon Regerations emplo- cate of	order order	Membership Date coesad	Neme,	Back	Marrie Control Control Marrie	Augh Training Planning position	Neffs	Medical Support	Mens, for the Website clab we	altess taber (Club news, events, and Sponsors adverts)	Physic	Dagbiny Name, Name, Photog	Names com Salction & Co- ordination	Employment Namb	21	Marketing Names	Name details	Seethigs & Denetices Name details	Name, inform adult is phone desiry		Pares, terres coupline	Building Security Name, (Altern Contact List & Key	Holder Lath Film Fo Sing Security & Seleny	Name, Name, Photos	Insurance Name	Volunteer Training	

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## Appendix B: Data Breach Management Flow Chart



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## Appendix C: Subject Access Request Flow Chart

