



Leicester Pétanque Club

PRIVACY POLICY

This privacy policy tells you what personal data we process, for what purposes, how we look after your personal data and about your privacy rights. This is also known as your 'right to be informed' and meets our obligations under UK 'Data Protection legislation' (the General Data Protection Regulation ('the GDPR') 2016 and the Data Protection Act 2018 ('the DPA')).

1. WHO WE ARE AND HOW TO CONTACT US

Once any personal data is received by Leicester Pétanque Club, whose address is at the foot of this page. The club is the registered data controller and responsible for your personal data. Within this policy, Leicester Pétanque Club may be referred to as 'we' and/or 'us'.

This privacy policy sets out the way we process your personal data and we've created this privacy notice to make sure you are aware of how we use your data as a member of, or visitor to our club or to our website. This information is provided because Data Protection Law gives individuals rights to understand how their data is used. Staff and members are all encouraged to read this Privacy Notice and understand the club's obligations to its entire community. This Privacy Notice applies alongside any other information the Club may provide about a particular use of personal data, for example when collecting data via paper form.

You also have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk). We would, however, appreciate the chance to hear your concerns and try to deal with them before you approach the ICO so we invite you to please contact us first.

2. THE DATA WE COLLECT ABOUT YOU

We may collect and store the following types of personal data about you:

- **Identity Data** includes first name, surname, title, image, date of birth and gender.
- **Contact Data** includes address, email address and telephone numbers.
- **Financial Data** includes direct debit details
- **Special Categories of Personal Data** includes data relating to physical and mental health, and certain 'protected characteristics' such as ethnicity or disability.

It is important that the personal data we hold about you is accurate and current. Please let us know if your personal data changes during your membership with the club changes advising a committee member so we can update your data.



3. HOW IS YOUR PERSONAL DATA COLLECTED?

We use different methods to collect data from and about you including through:

- **Direct interactions.** You may give us your Identity and Contact Data by filling in forms or by corresponding with us by post, phone, email or otherwise. This includes personal data you provide when you:
 - Complete membership applications.
 - Send us queries or request documentation to be sent to you.
 - Take part in any of our competitions, social events, excursions, courses such as coaching.

- **Third parties or publicly available sources.** We may receive personal data about you from various third parties as set out below:
 - a) National Governing Bodies
 - b) Regional bodies

4. HOW WE USE YOUR PERSONAL DATA

We will only use your personal data when the law allows us to. These are known under Data Protection Legislation as 'lawful bases' and outlined under Article 6 GDPR. Most commonly, we will use your personal data in the following circumstances:

- Administration of your club membership, including:
- Informing you about facility opening hours.
- Taking payment of membership fees/Competition entry fees
- Research and statistical analysis about who is playing sport in our club.
- Communication about our club activities, changes to programme or information we think may be of interest to you.
- Where this is necessary for our legitimate interests (for example in increasing use of club facilities and participation in sport in general)
- Where we need to comply with a legal obligation

5. CHANGE OF PURPOSE

We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If you wish to get an explanation as to how the processing for the new purpose is compatible with the original purpose, please contact us.

6. WEBSITE

Your internet browser has the in-built facility for storing small files – “cookies” – these hold information which allows the website to recognise your account. Our website takes advantage of this facility to enhance your experience. You can prevent your computer from accepting cookies, but if you do, certain functionality on the website may be impaired.



7. DISCLOSURES OF YOUR PERSONAL DATA

We will not sell or share your personal data for other organisations to use other than as set out below:

- Our committee members for the purposes of administering your membership and to give you access to the membership benefits to which you are entitled.
- Approved Coaches, Umpires or officials of our National governing body

We require all third parties to respect the security of your personal data and to treat it in accordance with the law.

8. DATA SECURITY

We maintain physical, electronic and procedural safeguards in connection with the collection, storage and disclosure of personally identifiable information. Our security procedures mean that we may occasionally request proof of identity before we disclose personal information to you.

We limit access to your personal data to those who need to know in section 7. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

9. HOW LONG WILL YOU USE MY PERSONAL DATA FOR?

We will retain your personal data for as long as reasonably necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, regulatory, tax, accounting or reporting requirements. This may be up to a period of six years after your last interaction with the club. We may retain your personal data for a longer period in the event of a complaint or if we reasonably believe there is a prospect of litigation in respect of our relationship with you.

10. YOUR LEGAL RIGHTS

Under certain circumstances, you have rights under data protection laws in relation to your personal data. You have the right to:

- **Request access** to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal data that we hold about you.
- **Request erasure** of your personal data.
- **Object to processing** of your personal data where we are relying on a legitimate interest (or those of a third party).
- **Request restriction of processing** of your personal data.
- **Request the transfer** of your personal data to you or to a third party.



- **Withdraw consent at any time** where we are relying on consent to process your personal data.

If you wish to exercise any of the rights set out above, please contact us at contact@leicestercpc.co.uk

11. NO FEE USUALLY REQUIRED

In most circumstances, we will not charge a fee to access your personal data (or to exercise any of the other rights).

However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we could refuse to comply with your request in these circumstances.

12. WHAT WE MAY NEED FROM YOU

We may need to ask for extra information from you to:

- help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure your personal data is not disclosed to any person who has no right to receive it; and
- help speed up our response.

13. TIME LIMIT TO RESPOND

We try to respond to all requests within one month. It may take us longer if your request is complex or you have made a number of requests. In this case, we will notify you and keep you updated.

14. CHANGES TO THE PRIVACY POLICY

We keep our privacy policy under review. If we change it, we will:

- update all relevant documentation;
- Notify you by email of any material changes,

So that you're always aware of what information we collect, how we use it, how long we will keep it for and under what circumstances we disclose it.

Vers 1.01 Dec 2020.