



# PRIVACY NOTICE

## 1 About this Privacy Notice

- 1.1 This Privacy Notice is provided by The Airedale & Wharfedale Senior Cricket League ('the League'). Contact details for the League are set out at the end of this notice.
- 1.2 The League (the 'League', 'we', 'our' or 'us') is committed to protecting personal information in accordance with individuals' rights under data protection law. We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner ([www.ico.gov.uk](http://www.ico.gov.uk)).
- 1.3 The League is known as the 'data controller', as we decide the purposes for and the means by which the personal information we hold is processed. The League's Management Committee has overall responsibility for data protection compliance regarding our organisation.
- 1.4 This Privacy Notice explains what personal information we collect and how we use that information. We have also included some information about individuals' rights.

## 2 Collection of your information

- 2.1 The League collects personal information in respect of various individuals connected with the League and its member Clubs, such as players, umpires, scorers, Club officials, sponsors, League officials (e.g. past and present members of the Management Committee, its Sub-Committees and Working Groups, and other officers and administrators) and officials of other organisations (e.g. members of the Umpires Association).
- 2.2 The types of personal information that the League collects depends on how each individual interacts with the League and may include:
  - Contact details (e.g. full name, email address, postal address and phone number);
  - Emergency contact details (e.g. family members / partners / next of kin);
  - Visa status, Nationality, Date & Place of Birth, Gender, Date of last entry to the UK, copies of any identification documents (e.g. passport);
  - Photographs and videos from which individuals can be identified; and
  - Comments, feedback and other information that is submitted to the League (e.g. via Player Surveys, disciplinary matters and ad-hoc correspondence).

- 2.3 We will **not** collect the following “special categories” of sensitive personal information:
- information about race or ethnicity, religious beliefs and sexual orientation;
  - information about health, including any medical condition, health and sickness records, medical records and health professional information; and
  - biometric information (e.g. fingerprints / retina scans).
- 2.4 In relation to any “special category” personal data that we do process, we will only do so on the basis that the processing is based on your explicit consent, or it is necessary for:
- reasons of substantial public interest, on a lawful basis;
  - the establishment, exercise or defence of legal claims; and
  - the purposes of carrying out the obligations and exercising our or your rights in the field of employment and social security and social protection law.
- 2.5 We may also process criminal records information (e.g. in relation to Disclosure and Barring Service (DBS) checks). For criminal records history, we would generally only process limited information (e.g. verifying the validity of a DBS certificate) for our own legitimate interests. More detailed processing of criminal records history information would be on the basis of legal obligations or based on your explicit consent.

### **3 Use of your information**

- 3.1 The League uses your personal information to ensure the smooth running of the League. Your personal information is used for our own legitimate interests in order to:
- Provide details for the League’s printed handbook and website, which provide member Clubs with contact details to aid in the playing of fixtures (for example);
  - Manage the appointment process of new members of the Management Committee and its sub-Committees, Working Groups and other officers and administrators;
  - Include your name in end-of-season performance statistics (as required) and publish these in the League’s handbook and on the League’s website;
  - Provide Club officials and relevant stakeholders with information about the League, including (and not limited to): periodic circulars and in-season updates, a copy of the League’s accounts, the dates of the Annual General Meeting, Council Meeting, League Dinner and other meetings (e.g. scorers and umpires courses);
  - Provide members of the League’s Management Committee with information regarding League matters, including the dates of Management meetings, Management Dinner and meeting papers;
  - Arrange and administer your attendance at an event you have volunteered to help at, or are taking part in (e.g. League Cup Finals);
  - Respond to requests, enquiries, comments and concerns;
  - Process and fulfil monetary transactions (e.g. affiliation fees and fines); and
  - Comply with our legal obligations, resolve disputes, and carry out our duties in line with the Objects of the League: “To promote the best interests of cricket in the area in which the member Clubs are situated and to foster and develop amateur talent in the game.”

## **4 Sharing of your information**

- 4.1 Personal information, primarily in respect of Club website administrators and players that play in the League, is shared with the 'Play-Cricket' website; please review Play-Cricket's own Privacy Notice regarding the processing of data on Play-Cricket via the following link: <https://www.play-cricket.com/privacy>
- 4.2 Personal information, primarily in respect of Club captains, vice-captains and officials, is shared with the 'Who's the Umpire' website; please review the Privacy Policy on the 'Who's the Umpire' website for more information via the following link: <https://www.whostheumpire.com/security.php>
- 4.3 As required, your contact details are shared upon request to other member Clubs. This is primarily done via the League's printed handbook.
- 4.4 On occasion, your name may be shared with members of the Press Association and other members of the press (e.g. Cricket Yorkshire, Ilkley Gazette, Yorkshire Evening Post, Telegraph & Argus), or to any governing body (such as the England & Wales Cricket Board, ECB), regional body (such as the Yorkshire Cricket Board, YCB) or local body (such as the Umpires Association), to allow them to report on and / or properly administer cricket at a national, regional or local level.
- 4.5 We also may disclose your personal information to:
- (i) meet any applicable law, regulation, legal process or other legal obligation;
  - (ii) detect, investigate and help prevent security, fraud or technical issues;
  - (iii) enforce and protect our rights and properties; and
  - (iv) protect the rights, property or safety of our users, volunteers and others.
- 4.6 Note that any information, comments, materials and other content you post online or disclose publicly (e.g. via Twitter) with reference to the League may be collected and used by others, may be indexable by search engines, and might not be able to be removed. Please be careful when disclosing personal information in public domains.
- 4.7 The personal information we collect is not ordinarily transferred to and / or stored in countries outside of the UK. Where there is a need to share information outside of the UK (e.g. in relation to overseas players), we take steps to ensure that the information is processed fairly and in accordance with data protection law.

## **5 Your choices and communication preferences**

- 5.1 From time to time, we may contact you by email, post, text message or other alternative method of communication about League matters that we believe you may be interested in (e.g. information from governing and regional bodies such as the ECB and YCB).
- 5.2 You can let us know at any time that you do not wish to receive specific types of communications from the League by emailing [secretary@aire-wharfecricket.org.uk](mailto:secretary@aire-wharfecricket.org.uk)

## 6 How long do we keep your information for?

- 6.1 The duration for which we retain your personal information will differ depending on the type of information and the reason why we collected it from you.
- 6.2 In some cases, personal information may be retained on a long-term basis. For example, personal information that we need to retain for legal purposes will normally be retained in accordance with usual commercial practice and regulatory requirements.
- 6.3 Generally, where there is no legal requirement, we retain all physical and electronic records for a period of 6 years. Exceptions to this are:
- Player statistics, which may be kept indefinitely.
  - Information relating to the history of the League (e.g. members of the Management Committee), which may be kept indefinitely.
  - Information relating to disciplinary proceedings, which may be kept for a longer period than 6 years.

## 7 Your rights

- 7.1 You have the following rights in relation to your personal information:
- the right to be **informed** about how your personal information is being used;
  - the right to **access** the personal information we hold about you;
  - the right to request the **correction** of inaccurate personal information we hold about you;
  - the right to request the **erasure** of your personal information in certain limited circumstances;
  - the right to **restrict** processing of your personal information where certain requirements are met;
  - the right to **object** to the processing of your personal information; and
  - the right to request that we **transfer** elements of your data either to you or another service provider.
- 7.2 Whilst this Privacy Notice sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on the Information Commissioner's website via the following link: <https://ico.org.uk/for-the-public/>
- 7.3 To exercise any of the above rights, or if you have any questions relating to your rights, please contact us by using the details set out in the "Contact us" section below.
- 7.4 If you are unhappy with the way we are using your personal information, you can complain to the UK Information Commissioner's Office or your local data protection regulator. However, we are here to help and encourage you to contact us in the first instance in order to resolve any concern or complaint you may have regarding the processing of your personal information.

## **8 Changes to this Privacy Notice**

- 8.1 We reserve the right to change this Privacy Notice from time to time without prior notice. We will seek to update you when changes occur, but you are also encouraged to check the League's website for updates.
- 8.2 Any changes will be posted on the League's website with an updated revision date. The League's website can be found via the following link: <http://awscl.play-cricket.com/>

## **9 Contact Us**

- 9.1 If you have any questions, comments or requests regarding this Privacy Notice, or any other query in connection with the information we hold about you, please send an email to [secretary@aire-wharfecricket.org.uk](mailto:secretary@aire-wharfecricket.org.uk)

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