

Ponteland Cricket Club  
Introduction. Data Protection Policy – June 2018  
Agreed by Committee May 2018

The data that members provided to register with the club are kept in documents that are held and processed electronically. This means that Ponteland Cricket Club (PCC) is subject to the General Data Protection Regulations (GDPR).

Under the Act, the data that playing members provided include some sensitive data i.e. name, address and date of birth. Because we are a not-for-profit organisation that does not use CCTV, we do not have to register with the ICO (Information Commissioner's Office). Nevertheless, under the Act, we have responsibilities of care to uphold. This document outlines our policies.

### **What data do we keep?**

We are only allowed to keep data that are necessary for our club activities. We keep the following:

Name, Date of birth and postal address, Telephone number(s), Email address.  
Parent/Guardian details for junior cricketers

### **Accuracy**

We will endeavour to maintain accurate records, but we rely on members keeping us informed on changes in their personal information.

Members can ask the Secretary for a copy of their recorded data or can ask for their data to be removed at any time. However registered player's details have to be retained to be eligible to play cricket for PCC so a request for data to be deleted will prevent further selection.

Email the Secretary [secretary@ponteland-cricket.co.uk](mailto:secretary@ponteland-cricket.co.uk)

### **What is the data used for?**

The data is only used for legitimate Club uses; these include:

Communication between PCC and other members as part of the daily running of the club;  
Notification of PCC meetings and events and where appropriate the distribution of minutes of those meetings.

Sharing information from 3rd parties England & Wales Cricket Board (ECB) &, Northumberland Tyneside Cricket League (NTCL) and other unnamed parties where it is consistent with the requirements of the club.

Communications about individual's membership for the attention of the person concerned

### **What is the data NOT used for?**

We will not disclose your data to other members or to 3rd parties or use it on behalf of 3rd parties. The data submitted by the individual as part of player registration has to be disclosed to the ECB & NTCL

### **Who has access to the data?**

Only those who need access to the data have access. The following committee members have access to all the member data:

Secretary, Treasurer(s), PCC's play-cricket website administrators, Team Captains/Junior Organisers.

### **What happens when a member leaves the Club?**

We do not keep data that is not needed for operation of the Club. The data for members who leave is held for at most 6 months, after which time it will be deleted from our records. We keep the data for a short period in the event that we need to communicate with a member who has recently left. Details submitted during player registration are held with the ECB in the Play Cricket website. If a player leaves or transfers from the club PCC has no further access to that data.

### **How do we protect the data?**

The Data Protection Act does not specifically define the level of protection required for personal data, but rather recommends protection that is appropriate depending on the sensitivity of the data and the risks that might be incurred in the event of a security breach. The data that we keep is not classed by the Act as sensitive (examples of sensitive information are bank account details, ethnicity etc.). We therefore assume that the risks that we are exposed to are no greater than the risks of an individual providing the same data to a friend for social purposes. The Treasurer & Assistant Treasurer hold password protected files containing postal addresses. All other communication is through email.

### **Email usage**

The Club Secretary is responsible for mass emails across the membership on behalf of the whole committee – using an email account with a strong password. This account contains members' email data only. Mass emails to the membership are sent blind (Bcc) so that addresses are not exposed. Anyone leaving the membership of the club will be removed from emailing lists.

### **Social Media**

PCC is not responsible for any data submitted by the membership when they choose to join any Social Media groups linked to the Club including, but not exclusively, WhatsApp, Facebook, Twitter

### **Encryption and passwords**

The data is held in documents on committee members' personal computers. The members are expected to take the usual precautions regarding security.

To minimise risk all communications are sent by the Club Secretary or the Treasurers

### **Who is responsible for the implementation of this policy?**

A nominated member of the committee is responsible for ensuring that this policy is adhered to.