

BVCC Privacy Notice

At Bowdon Vale Cricket Club all personal information that we collect about you will be recorded, used and protected by us in accordance with applicable data protection legislation. Below we explain what information we may collect about you, how we may use it, and the steps we take to ensure that it is kept secure. We also explain your rights in respect of your personal information. For further information please contact Bowdon Vale Cricket Club at admin@bowdonvalecc.org.uk.

1. How we use your personal information

In broad terms, we use your personal information for the following purposes:

- To enable us to be compliant with ECB rules and regulations
- For record keeping purposes
- To communicate with you about cricket matches and club news
- For certain legitimate business purposes, such as to contact you about sponsorship opportunities in order to raise funds for the club

2. What personal information do we collect about you and how long do we keep it for

- In order for you to be a member of the club, we need information such as your name and contact details, and emergency contact details so that we can retain our ECB Clubmark Accreditation, and for our own record keeping purposes. We use this personal information to communicate with you about upcoming matches and club news, and we may occasionally contact you about match sponsorship opportunities. As part of the membership sign-up process we may also ask you to provide some medical and disability information to us. You do not have to do this, but if you do it will help us to tailor our coaching sessions to your needs and to respond appropriately in the event of a medical incident. The personal information that you provide during the membership sign up process will be retained by us for the duration of your membership, plus 5 years following the end of your membership.
- In order to sponsor a match played by Bowdon Vale Cricket Club we may collect your name and contact details, and a record of payment by cash/cheque/direct debit. We may occasionally contact you about sponsorship opportunities and, if you do sponsor a match, we may publish your name and the match you have sponsored in the club house, on our website and on our social media profiles. The personal information that you provide during the sponsorship process will be retained by us for the duration of your sponsorship, plus 5 years following the end of your sponsorship.
- If you play for Bowdon Vale Cricket Club we will collect information about your performance in cricket matches. This information may be shared with relevant cricket leagues for match reporting purposes, and may be displayed on their websites, as well as on our website and social media profiles. We will retain information about your performance in cricket matches indefinitely for record keeping purposes.
- If you are involved in an accident on our premises we may keep a record of this accident so that we can retain our ECB Clubmark Accreditation and for our own record keeping purposes. We will retain information about accidents for up to 5 years since the date of the accident.
- If you are a member of the club, we may record details of your attendance at cricket nets practices, cash/cheque payment of subscription fees, attendance at committee meetings (where applicable) and annual general meetings for our own record keeping purposes. Records of attendance at committee meetings and annual general meetings will be retained indefinitely. Records of attendance to cricket nets practices and payment of subscription fees will be retained for up to 5 years.
- If you are a coach at Bowdon Vale Cricket Club we may collect details of your certifications for UKCC level 2, including your emergency first aid certificate, safeguarding young cricketers' certificate, and the Disclosure and Barring Service (DBS) check, so that we can retain our ECB Clubmark Accreditation.

- If you are a Coach Assistant we may collect details of your coaching certification and DBS check so that we can retain our ECB Clubmark Accreditation.
- If you are a captain or vice-captain at Bowdon Vale Cricket Club we may collect details of your Disclosure and Barring Service (DBS) checks so that we can retain our ECB Clubmark Accreditation.
- We may take photographs of individuals who interact with Bowdon Vale Cricket Club, including members and spectators. We may ask for your permission to display these within the club or share them on the club website or social media pages. We do this to promote the club welfare and spirit. We retain these photographs indefinitely.

3. How do we keep it secure?

We take the security of your personal information very seriously. Both paper and electronic records of your personal information are stored securely, so that only those who need access to your personal information can access it.

4. Who do we share it with?

- When reporting match statistics, we may share your personal information with cricket leagues such as playcricket.com, and we may also publish your name and match performance on our own website and social media profiles.
- In order to achieve our ECB Clubmark Accreditation we undergo an assessment. As part of this assessment, some personal information may be shared with the assessor, such as membership information.

5. What are your rights?

- You may correct or update your personal information at any time by emailing us at admin@bowdonvalecc.org.uk or writing to the Club Secretary. We encourage you to promptly update your personal information if it changes.
- We securely retain your personal information in line with our retention periods defined throughout section 2. If you wish to submit a request for your personal information to be deleted, please contact admin@bowdonvalecc.org.uk or write to the Club Secretary.
- You have the right to receive a copy of the personal information that we hold about you. Please send a request to admin@bowdonvalecc.org.uk or write to the Club Secretary if you wish to exercise this right.
- You have a right to object to us processing your personal information in some cases. If you wish to exercise this right, please send a request to admin@bowdonvalecc.org.uk or write to the Club Secretary.
- You have the right to data portability. If you wish to exercise this right, please send a request to admin@bowdonvalecc.org.uk or write to the Club Secretary.
- Where we rely on your consent to process your personal information, you have the right to withdraw this consent at any time. If you would like to exercise this right please send a request to admin@bowdonvalecc.org.uk or write to the Club Secretary.

6. Where to make a complaint

If you have a complaint regarding how we process your personal information please contact us at admin@bowdonvalecc.org.uk. If you are still not satisfied with the outcome of your complaint you may contact the Information Commissioners Office.