



## Privacy Notice

**The Old Rutlishians' Association (Club)** is committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, The Club is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

### What personal data we hold on you

You may give us information about you by filling in membership application or renewal forms, or by corresponding with us by phone, e-mail or otherwise. The information you give us may include your name, date of birth, address, e-mail address, relationship (if any) with Rutlish School, and phone number. We will also retain information about type of membership, and payments made. We may also ask for relevant health information or other information which is classed as special category personal data. For junior players we may also require parental consent which includes agreement to the club's use of photos and videos for illustrating the club's activity in our communications with members.

### Why we need your personal data

The reason we need data is to be able to administer your membership and provide the membership services you are signing up to when you register with the club. Our lawful bases for processing your personal data include (1) we have a contractual obligation to you as a member to provide the services you are registering for, and (2) we have a legitimate interest in processing your data for the purposes of running the club.

Reasons we need to process your data include

- **for training and competitive matches**

Sharing personal data with club coaches or officials to administer training sessions, to enter leagues, and competitive matches. This includes publishing of match results and issuing match reports.

- **for funding and reporting purposes**

Sharing anonymised data as condition of grant funding e.g. Local Authority;  
Analysing anonymised data to monitor club trends; and  
Sending an annual club survey to improve your experience as a club member

- **for membership and club management**

Processing of membership forms and payments;  
Club newsletter (e.g. e-Orbit) to inform members of important events connected to their membership, such as the Annual General Meeting, and of other membership benefits, such as events held at the club premises.

### **What special category data we hold**

Any special category health data we hold on you is only processed to allow the safe running of training sessions and matches. We process this data on the lawful basis of consent. Therefore, we will also need your explicit consent to process this data, which we will ask for at the point of collecting it.

### **How we use social media**

The club uses the following social media for communications from time to time - Facebook, WhatsApp, Twitter. All members are free to join groups that are set up for communications but there is no automatic opting in. If you join one of the Social Media pages, please note that provider of the social media platform(s) has their own privacy policies and that the club do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data on the club social media pages.

### **Who we share your personal data with**

When you become a playing member of the Club, you may automatically be registered with the Rugby Football Union (RFU), Football Association (FA), or England Cricket Board (ECB). We will not provide your data for any other purpose than necessary for running of these organisations (e.g. insurance).

### **How long we hold your personal data**

We will hold your personal data for only as long as necessary to fulfil the purpose for which it was supplied. Data is updated every year on annual membership forms and other interactions you have with the club.

For annual members, any personal data we hold on you will be securely destroyed after one year of inactivity on an annual member's account. For life members, we retain your personal data until we are otherwise advised. We regularly run searches on inactive life members to ensure we retain current name and address information,

Your data is not processed for any further purposes other than those detailed in this policy

It is important to ensure that the personal information we hold about you is accurate and up-to-date, and you should let us know if anything changes, for example if you change your phone number or email address

## **Your rights regarding your personal data**

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.

As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us we may not be able to register or administer your membership.

## **Who to contact if you have a question or complaint**

If you have any concerns or complaints about how we are handling your data please do not hesitate to get in touch with the named person at the club. You can also contact the Information Commissioner's Office. Contact details are as follows

**mail.** Sandy Pfeifer, Hon Treasurer, The Old Rutlishians' Association  
Poplar Road, Merton Park, SW19 3JS

**email.** Oldrutstreasurer@gmail.com

**phone.** 020 8642 542 3678

**website.** <https://oldruts.club>

*Date of Issue: 9 May 2018*