

GRANTHAM CRICKET CLUB



POLICY FOR COLLECTION, STORAGE AND USE OF PERSONAL DATA

This policy incorporates the recommendations of the ECB Guidelines on the Use of Player Profile Forms, published in June 2013. This policy was updated in March 2018 to reflect the new GDPR (General Data Protection Regulations) that come into force on 25th May 2018. The Club Secretary is responsible for the implementation of this policy, and for notifying the Office of the Information Commissioner (ICO) of any breaches within 72 hours of being made aware of the breach. In the absence of the Club Secretary, the Club Chairman or the Child Welfare Officer may deputise for the Club Secretary in reporting breaches to the ICO.

The Club will conform to the following procedures, whether the member the form relates to is under the age of 18 or not.

1. Each new member of the Club must complete a registration form upon joining Grantham Cricket Club. The Club cannot act *in loco parentis* for any member under the age of 18 for whom they do not have completed registration details. The registrations forms include information on processing data and require opt-in consent to data being collected and stored for the purposes of administering membership of Grantham Cricket Club.
2. For members under the age of 18, parents must complete registration forms, regardless of whether the player is a member of a junior or senior cricket team.
3. Mass registration takes place annually in February and March, in readiness for the beginning of the season in April. All members will be asked to complete a new registration form each year. Parents will be asked to do this on behalf of players under the age of 18.
4. Membership information is uploaded to playcricket, access rights to which are restricted to those members of the Club who need access for administrative purposes. Generally, this will include the Club Secretary, results administrator, coaches, and team captains. Playcricket administration will be restricted to those members of the club who need access to Playcricket to carry out their role, and have a current DBS check in place.
5. Membership forms are securely stored by the Club Secretary, in a locked filing cabinet.
6. Once a member leaves the Club, their record will be deleted from playcricket. At the end of the last season in which they played for the Club, their paper registration form will be securely disposed of.
7. The Club requests two emergency contact numbers for all playing members, in the event that they may become injured or unwell during matches or training sessions.

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8. For junior members, emergency contact names and numbers, and relevant medical information, will be passed to the Club Coaches, who are all DBS checked and have received training on secure storage of personal data. Parent Managers will be given this information for juniors in their age groups only. Again, Parent Managers are DBS checked and have received training on the secure storage of personal data. No other information will be shared with coaches or parent managers, other than that which is relevant to their position within the Club and the duty of care they have for a junior member. This usually relates to emergency contacts and medical information, but can include other information which is relevant for the safety and well-being of the junior member.
9. For senior teams, emergency contact names and numbers, and relevant medical information, will be passed to the Team Captains, who are all DBS checked and have received training on secure storage of personal data. No other information will be shared with Captains, other than that which is relevant to their position within the Club and the duty of care they have for the players within their team. Team Captains understand that the Club's safeguarding policies are intended to fulfil its responsibilities to players under the age of 18, but that Grantham Cricket Club will treat personal data in the same way for all members, whether they are under the age of 18 or not.
10. Personal data will be password protected when transmitted.
11. In accordance with GDPR regulations, the Club will delete Playcricket records and securely destroy paper records for members who become inactive and do not expressly give consent to the Club for us to continue contacting them. For the purposes of this policy, 'inactive' means that the Club has not had any contact from a member for a period of 12 months.
12. Questions relating to the collection, storage, or use of personal data, or the application of this policy, should be referred to the Club Welfare Officer in the first instance.

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