

[SU CLUB NAME] Privacy Policy

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Who are we?

We are **[Club Name]**, an amateur slowpitch softball club based in the region of Ulster on the Ireland of Ireland. Our governing bodies are Softball Ulster (www.softballulster.com) and Softball Ireland (www.softball.ie).

What personal data does [Club Name] collect?

The data that we routinely collect included members' names, dates of birth, team affiliation and email addresses. We collect this data directly from our members when they join the club.

For some of our members we may have additional information such as phone numbers or committee memberships. We will also keep information relating to disciplinary matters and penalties incurred.

What is this personal data used for?

We use members' data for the administration of your membership, the communication of information, the identification of minors, and the provision of insurance (through Softball Ulster and Softball Ireland).

Who do we share your data with?

Your membership data is passed on to Softball Ulster and Softball Ireland, of which you become a member when you are registered with **[Club Name]**. Your name and club affiliation will also be shared with league umpires for safety and insurance purposes. The scores from your games will be publicised on the **[Club Name]** website and social media pages.

Should your club become involved with an insurance claim, your membership data may be shared with Softball Ireland's insurance company. This is currently IPB Insurance CLG.

We do not pass on your personal data to any organisations other than those indicated above.

Where does this data come from?

A club representative will collect data for all of our members at the beginning of each season.

Scoring data comes directly from the results of the games in which **[Club Name]** play.

How is your data stored?

Membership data held by **[Club Name]** is held electronically and encrypted, with password protection, on a Microsoft Excel spreadsheet. The **[Designated Person]** routinely hold this data on their personal computers. **[No hard copies of this data are routinely produced or held by [Club Name]]**

[When this data is shared, the encrypted spreadsheet is sent via electronic mail and the password sent by text or phone call.]

Who is responsible for compliance with the relevant laws and regulations?

Under the General Data Protection Regulation (GDPR) we do not have a statutory requirement to appoint a Data Protection Officer. The **[Club Name]** organising committee takes a collective responsibility for Data Protection.

Who has access to your data?

Members of the Softball Ulster Council and the Softball Ireland Board have access to members' data in order for them to carry out the administration of the league and competitions.

Softball Ulster umpires will be given access to data in order to administrate the games they are officiating.

Sub-committees of Softball Ulster may be given access to data for specific tasks, such as communicating information. They are not free to use it for any other purpose.

Who has access to your data?

Members of the **[Club Name]** committee have access to members' data in order for them to carry out club administration.

What is the legal basis for collecting this data?

[Club Name] collects personal data that is necessary for the purposes of its **legitimate interests** as a membership organisation and participant in an internationally recognised and regulated, competitive sport.

For some data, such as that relating to financial matters, the basis for its collection and retention is to comply with our legal obligations.

How you can check what data we have about you?

If you want to see the basic membership data we hold about you, you should contact the **[Designated Person]**.

You can contact us with a **Subject Access Request** if you want to ask us to provide you with any other information we hold about you. Please be specific in your request, as this will help us identify the relevant information and pass this on to you as quickly as possible. We are required to provide this to you within one month.

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Does [Club Name] collect any “special” data?

The GDPR refers to sensitive personal data as “special categories of personal data”. **[Club Name]** has interpreted this to include data such as sexuality, religion, disability etc.

[We do not record any such special data / Of these categories, the only data we record relates to the disabilities of members who have explicitly requested it to be recorded for the purpose of giving them stationary positions in our competitions (which we aim to do wherever feasible)]. If you wish to change this data on your record you can do so at any time by contacting **[Designated Person]**.

How can you ask for data to be removed, limited or corrected?

If you wish for your data to be removed, limited or corrected you can contact the **[Designated Person]** stating your request.

You may choose not to receive information emails from **[Club Name]**. We do not send any emails on behalf of other organisations. Emails from **[Club Name]** will be sent using Bcc to protect your email address from other registered members.

How long do we keep your data for, and why?

[Club Name] normally keeps members' data for a maximum of two years after they resign or their membership lapses. This is in case they later wish to re-register, or we need to contact them for insurance purposes. However, we will delete any former member's contact details entirely on request.

Records of club awards are required for archiving purposes and names cannot be removed from them.

Other data, such as that relating to accounting or disciplinary matters, is kept for the legally required period.

What happens if a member dies?

[Club Name] will normally keep members' information after they die. A next-of-kin may make a request to delete this information by emailing the **[Designated Person]**. This will follow the same basis as when a former member requests to have data removed.

What data breach procedures do we have in place?

If a breach occurs all **[Club Name]** members will be contacted immediately via email. All attempts will be made to retrieve or destroy this data.