This privacy policy sets out how Canvey Island Rugby Union Football Club uses and protects any information that you give Canvey island Rugby Union Football Club when you become a member.

Privacy Policy

13th March 2018

Updated: 22nd May 2018

Breading, Alex (A.P.)
Walker, George (G)

This privacy policy sets out how Canvey Island Rugby Union Football Club (also referred to as "the Club", "we" or "us") will make use of the data we handle in relation to our members and players, including our use of the Game Management System ("GMS") provided by the Rugby Football Union ("RFU"). The policy also describes the RFU's use of data on GMS.

The club is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when joining us, then you can be assured that it will only be used in accordance with this privacy policy.

The club may update this policy. You should check the website page from time to time to ensure that you are happy with any changes. The annual membership form will contain a section for you to confirm that you have read and accept the terms of this policy. This policy will also be emailed out to all members at the start of each season. This policy is effective from **May 22nd 2018**.

Summary of how we and the RFU use your data

• Canvey Island Rugby Union Football Club uses your personal data to manage and administer your membership and your involvement with its teams and club, and to keep in contact with you for these purposes.
• Some data is shared with the RFU, who use your data to regulate, develop and manage the game.
• Where we or the RFU rely on your consent, such as any consent we seek for email marketing, you can withdraw this consent at any time.
• Amongst the data we collect from you may be medical (including injury) information. We will hold this where you (or your parent) have given consent, so that we can ensure we are aware of your condition and can that you are supported appropriately.
• Where you work in a particular role within the game, you may be required to undergo a Disclosure & Barring Service check using the RFU's eDBS system. The result of this check will be input into your Game Management Service (GMS) record.

What information we do we collect

We collect and process personal data from you or your parent (for junior players) when you join and when we carry out annual renewals of your membership. This includes you're:

- Name, gender and date of birth;
- RFU ID (as assigned in GMS);

- Contact information including your home address, email address and phone number
- Information regarding any medical conditions or disability.

The type of membership and involvement in particular teams, or any key role you may have been allocated, such as Chair, Safeguarding Lead, Membership Secretary etc.;

Some information will be generated as part of your involvement with us, in particular data about your performance, involvement in particular matches in match reports and details of any disciplinary issues or incidents you may be involved in on and off the pitch, such as within health and safety records.

What we do with the information we gather

We require this information in particular for the following reasons:

- Input players into GMS (this is the central management database used by the RFU for all administrative tasks).

- Maintain list of players
- Maintain list of club members
- Maintain list of parents of children
- Provide information to the RFU when required for any disciplinary purposes
- From time to time, we may also use your information to contact you with details of upcoming matches, club events and newsletters.
- We use CCTV cameras to maintain the security of our premises, and may use this video to investigate incidents at the Club or its premises]

What information do we receive from third parties?
Sometimes, we receive information about you from third parties. For example, if you are a child, we may be given information about you by your parents.

We may receive information relating to your existing registrations with other clubs or rugby bodies or disciplinary history from the RFU through GMS. Additionally, for certain role holders or those working with children, we may receive information from the Disclosure and Barring Service and RFU on the status of any DBS check you have been required to take.

The RFU uses this information as follows:

- As required by the RFU to conduct its business and pursue its legitimate interests, in particular:
    - communicating with you or about you, where necessary to administer Rugby in England, including responding to any questions you send to the RFU about GMS;
    - administering and ensuring the eligibility of players, match officials and others involved in English rugby – this may involve the receipt of limited amounts of sensitive data in relation to disabled players, where they are registered for a disabled league or team, or in relation to anti-doping matters;
    - maintaining records of the game as played in England, in particular maintaining details of discipline and misconduct;
    - monitoring use of GMS, and using this to help it monitor, improve and protect its content and services and investigate any complaints received from you or from others about GMS;
    - maintaining statistics and conducting analysis on the make-up of rugby's participants;
    - ensuring compliance with the current RFU Rules and Regulations including those on the affiliation of clubs, referee societies, constituent bodies and other rugby bodies, and registration of players; and
    - communicating with you to ask for your opinion on RFU initiatives.
- For purposes which are required by law:
    - The RFU will ensure, where you will work with children and where this is required, that you have undergone an appropriate DBS check – this is also carried out with your consent.
    - The RFU may respond to requests by government or law enforcement authorities conducting an investigation.

Who will we share this data with, where and when?

- Some limited information may be shared with other stakeholders in rugby, such as other clubs, Constituent Bodies, referee societies, league organisers, so that they can maintain appropriate records and assist us in organising matches and administering the game.
- Personal data may be shared with government authorities and/or law enforcement officials if required for the purposes above, if mandated by law or if required for the legal protection of our or the RFU's legitimate interests in compliance with applicable laws.
- Personal data will also be shared with third party service providers, who will process it on our behalf for the purposes identified above. Such third parties include the RFU as the provider of GMS and Pitchero, Facebook, Instagram and Twitter as the Club's shares information regarding fixtures and events via these internet channels.
- Where information is transferred outside the EEA, and where this is to a stakeholder or vendor in a country that is not subject to an adequacy decision by the EU Commission, data is adequately protected by EU Commission approved standard contractual clauses, an appropriate Privacy Shield certification or a vendor's Processor Binding Corporate Rules. A copy of the relevant mechanism can be provided for your review on request.

What rights do I have?

- You have the right to **ask us for a copy** of your personal data; to **correct**, **delete** or **restrict** (stop any active) processing of your personal data; and to **obtain the personal data you provide to us for a contract or with your consent in a structured, machine readable format**.
- In addition, you can **object to the processing** of your personal data in some circumstances (in particular, where we don't have to process the data to meet a contractual or other legal requirement, or where we are using the data for direct marketing).
- These **rights may be limited**, for example if fulfilling your request would reveal personal data about another person, or if you ask us to delete information which we are required by law to keep or have compelling legitimate interests in keeping.
  You have the same rights for data held by the RFU for its own purposes on GMS.

Security

This data is stored on a secure GMS RFU server.
We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

How we use cookies on our Website

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.
We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to member's needs. We only use this information for statistical analysis purposes and then the data is removed from the system.
Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Links to other websites
Our website and electronic newsletter may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling your personal information
We won't share your information with any other organisations for marketing, market research or commercial purposes, and we don't pass on your details to other websites. We will not share your personal information to third parties unless we are required by law to do so. You may request details of personal information which we hold about you under the Data Protection Act 1998.
If you would like a copy of the information held on you please write to

Canvey Island Rugby Union Football Club
Dovervelt Road
Canvey Island
Essex
SS8 8EJ
If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

The Canvey Island Rugby Union Football Club Committee