

Carlton Cricket Club Limited

Privacy Notice

The following privacy notice (the “notice”) is issued by Carlton Cricket Club Limited, referred to in this notice as “we”, “our”, “us” or “Carlton”.

For the purposes of data protection law, we are a data controller in respect of your personal data. We collect and use your personal data and where applicable this may include information related to your children/dependents. Carlton is responsible for ensuring that it uses your personal data in compliance with data protection law.

Our Company Secretary can be contacted using the details in the “Contact us” section below.

This notice applies to any personal data we receive from you, create or obtain from other sources and explains how it will be used by us. It is important that you take the time to read and understand this notice so that you understand how we will use your personal data and your rights in relation to your personal data.

1. Personal data that we collect from you

We will collect and use the following personal data about you:

Information you give us

This is information about you (which may include a child or dependent for whom you have parental responsibility, if applicable,) that you give us by filling in forms or by corresponding with us by phone, e-mail, electronic messaging, or otherwise. The information you give us may include name, address, e-mail address and phone number, financial and debit card information, medical information, identification records, and information about your consent (or non-consent) to various activities.

Information we receive from other sources

Verifying your identity – we may use information provided by third parties when verifying your identity and (if applicable) when confirming that you are a suitable person to supervise activities involving children. Such information may include some details about any criminal convictions and any allegations regarding criminal activity that relate to you. It may also include your nationality and identification records (e.g. passport information).

2. How we use your personal data

Your personal data may be used by us in the following ways:

Background checks

- to verify your identity;
- in order to confirm that you are a suitable person to supervise activities involving children.

Cricketing and related activity

- in order to manage and administer your membership of Carlton;
- in order to provide you with information about the activities of Carlton, including but not limited to administration of teams and competitions.

3. *Reasons we might process your personal data*

We will process your personal data in line with one of the following legal bases:

- in order to perform our obligations in respect of your membership of Carlton;
- to comply with our legal and regulatory obligations;
- the use of your personal data is necessary for our legitimate interests such as:
 - enforcing the terms and conditions of the membership agreement you have with us;
 - collection of subscriptions and other payments which you may be due to pay us;
 - to send information about Carlton's activities via the methods you specify (where you have provided consent to do so).

4. *Sharing your personal data*

We may disclose your personal data within Carlton and to third party service providers in the circumstances described below:

- in connection with your membership of Carlton; and
- to ensure the safety and security of our data.

We will take steps to ensure that the personal data is accessed only by personnel that have a need to do so for the purposes described in this notice.

We may also share your personal data outside of Carlton:

- in order to enforce or apply the terms of your membership agreement with us;
- with an insurer or insurers for administration, claims handling and fraud prevention (which could include passing it to other insurers);
- with third party agents (including but not limited to applications which we might use for the purposes of administering memberships, teams, and selection etc) for the purposes of providing services to us.

These third parties will be subject to confidentiality requirements and they will only use your personal data as described in this privacy notice.

We may also share your personal data outside of Carlton to the extent required by law, for example if we are under a duty to disclose your personal data in order to comply with any legal obligation, and to establish, exercise or defend our legal rights.

5. *Transfer of personal data outside the United Kingdom*

Although we do not expect this to be the case on a regular basis, from time to time your personal data may be transferred to, stored in, or accessed from a destination outside the UK.

If we transfer your personal data outside the UK, we will ensure that it is protected in a manner that is consistent with how your personal data will be protected by us in the UK.

6. How long we keep your personal data

How long we hold your personal data for will vary. The retention period will be determined by various criteria including:

- the purpose for which we are using it – we will need to keep the data for as long as is necessary for that purpose; and
- legal obligations – laws or regulation may set a minimum period for which we have to store your personal data.

7. Your rights

You have a number of rights in relation to the personal data that we hold about you. These rights include:

- the right to obtain information regarding the processing of your personal data and access to the personal data which we hold about you;
- the right to withdraw your consent to our processing of your personal data at any time. Please note, however, that we may still be entitled to process your personal data if we have another legitimate reason (other than consent) for doing so;
- the right to request that we rectify your personal data if it is inaccurate or incomplete;
- the right to request that we erase your personal data in certain circumstances. Please note that there may be circumstances where you ask us to erase your personal data but we are legally entitled to retain it;
- the right to request that we restrict our processing of your personal data in certain circumstances. Please note that there may be circumstances where you ask us to restrict our processing of your personal data but we are legally entitled to refuse that request;
- the right to object to our processing of your personal data where we process your personal data in line with our legitimate business interests. Please note that there may be circumstances where you object to our processing of your personal data but we are legally entitled to refuse that request;
- the right to object to any automated decision making (including profiling) which we conduct based on your personal data, which significantly affects you. Please note that there may be circumstances where you object to us conducting automated decision making but we are legally entitled to refuse that request;
- the right to object to the processing of your personal data for direct marketing purposes; and
- the right to lodge a complaint with the data protection regulator (details of which are provided below) if you think that any of your rights have been infringed by us.

You can exercise your rights by contacting us using the details set out in the “Contact us” section below.

You can find out more information about your rights by contacting the data protection regulator, the Information Commissioner, or by searching its website at <https://ico.org.uk/>.

8. *Changes to our privacy policy*

We keep our privacy policy under regular review. Any changes we make to our privacy policy in the future will be posted on this page. Please check back frequently to see any updates or changes to our privacy policy.

9. *Contact us*

Please contact us if you have any questions about our privacy policy or personal data we hold about you:

By email to secretary@carltoncc.co.uk