

# Somerset Cricket Board Privacy Statement

## Our Privacy Promise

**Transparency** – We will always tell you what data we're collecting about you and how we use it. We will be clear, open and honest with you. We will never sell your data. We will only share it with third parties with your specific consent.

**Secure** – We are committed to following industry best practices to ensure your data is stored safely and securely. We protect the confidentiality, accuracy and availability of the information we collect about you.

**Control** – We will always give you control over the communications you receive from us. You can choose the communication subjects you receive and whether you want to stop receiving communications.

## Information we collect about you

- Personal and contact information when you send us affiliation details (clubs & schools), enter a competition, sign up for an event/service or play/train in Somerset Cricket Board organised activities. This may include your (and your dependants) name, postal address, email address, telephone number(s), title, date of birth, gender and medical information.
- Copies of documents you provide to adhere to our safeguarding policies regarding working with children and vulnerable adults.
- Transaction details (not payment card details) including payments from you for Somerset Cricket Board activities.
- If we need to make a payment to you we will also collect your bank account information in order to make BACS payments via online banking.

## How and why we use your personal data

In the table below, we set out all of the ways we use your personal data, and why. We have also identified what our legitimate interests are for doing so.

	How we use your personal data	Why we use your personal data
Club contacts	<ul style="list-style-type: none"><li>• To contact you about cricket opportunities and events you may be interested in.</li><li>• To contact you about an issue that has arisen at your club.</li><li>• To facilitate the playing of cricket matches and competitions.</li></ul>	Consent Contract
School contacts	<ul style="list-style-type: none"><li>• To contact you about cricket opportunities and events you may be interested in.</li></ul>	Consent Contract

	<ul style="list-style-type: none"> <li>• To contact you about an issue that has arisen at your school.</li> <li>• To facilitate the playing of cricket matches and competitions.</li> </ul>	
Players (and potentially their parents/guardians) taking part in coaching, match play or a special event.	<ul style="list-style-type: none"> <li>• To ensure you are involved in the correct age group programme.</li> <li>• To keep you and others safe whilst taking part in activities.</li> <li>• To ensure we can contact someone on your behalf in case of an emergency.</li> <li>• To identify the correct geographical location for your cricket activity.</li> <li>• To contact you about cricket opportunities and events you may be interested in.</li> </ul>	<p>Consent Contract Legal obligation Vital interests</p> <p>Special Category data purpose: Vital interests</p>
Coaches and Volunteers	<ul style="list-style-type: none"> <li>• To ensure eligibility to coach.</li> <li>• To keep you and others safe whilst taking part in activities.</li> <li>• To ensure we can contact someone on your behalf in case of an emergency.</li> <li>• To contact you about cricket opportunities and events you may be interested in.</li> </ul>	<p>Consent Legal obligation Vital interests</p> <p>Special Category data purpose: Vital interests</p>
Education course attendees	<ul style="list-style-type: none"> <li>• For purpose of necessary communications to run a course.</li> <li>• To ensure you are on the right course (age, gender, geography, prior qualifications)</li> <li>• To keep you and others safe whilst taking part in activities.</li> <li>• To ensure we can contact someone on your behalf in case of an emergency.</li> </ul>	<p>Consent Contract Vital interests</p> <p>Special Category data purpose: Vital interests</p>
Hall hire customers	<ul style="list-style-type: none"> <li>• For purpose of necessary communications to hire a lane/whole hall.</li> </ul>	Contract
Accident and incident reports	<ul style="list-style-type: none"> <li>• To follow up accidents and/or incidents in the appropriate manner.</li> </ul>	Consent

If we plan to use personal data for a new purpose, we will check that this is compatible with our original purpose or we will get specific consent for the new purpose.

## Data storage

When we store data, reasonable measures are taken to protect personal information from access by unauthorised persons. This information will be stored, archived and backed up as

part of internal systems which are hosted by cloud service providers. Files containing personal data will be protected by passwords.

In order to maintain the accuracy and relevancy of information, we perform checks every 12 months and this may include making contact with the subjects of the data to check details.

## How long we keep your personal data

We will only keep your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

At the end of that retention period, your data will either be deleted or anonymised (so that it can no longer be associated with you) for research or statistical purposes.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances you may be entitled to ask us to delete your data: see 'Your Rights' below for further information.

## Your rights

Your personal information is owned by you. If you have any questions or issues with the way in which we are using your data you have the following rights:

- You can ask to see what data we hold on you (right of access)
- You can ask for information to be corrected
- You can ask to receive a copy of the data we hold on you (right to portability)
- You can ask us to delete any information we have about you (right to be forgotten)
- You can object to the way in which we use your information
- You can complain to the supervisory authority

If you wish to enact any of these rights then you can do so by emailing our Data Protection Officer [andy.fairbairn@somersetcricketboard.org](mailto:andy.fairbairn@somersetcricketboard.org).

You also have the right to contact the Information Commissioner's Office.

## Where else does data go?

As a principle we do not share any of the personal information that we hold to those who don't need it for essential management of our programmes and events. Such essential programmes and events are detailed below. However in the course of running our business some additional data does get transferred outside of our organisation:

1. When we run programmes and events where we have a duty of care to the attendees/players, we need to pass on sensitive personal data to those managing the programmes and events on the day. This data will be stored and transferred (if necessary) in the safest practical way possible to enable us to continue to run such

events and programmes. Events and programmes include coaching sessions, matches, festivals, awards dinners/lunches and Come and Try sessions.

2. You may enter details in to third party systems such as PayPal, ClubPay and Cvent for payment purposes. This payment information is not shared with us and we cannot be held accountable for any data losses / breaches which occur within their systems.
3. We use ECB's play-cricket.com to collect and store club contact information. Any leagues or competitions that your club enter who also use play-cricket.com will also be able to access your data. These leagues and competitions should provide you with their GDPR policies at the point of data entry.
4. We will occasionally use Cvent as a registration method for events.
5. We will occasionally use Office 365 Forms to collect information from you.
6. We use Google analytics for the purposes of website analytics and reporting in respect of our analytics and marketing.

## Use of our website

Our website uses the cookie provided by Google Analytics to track visitors on our site. You can set your browser not to accept cookies however this may affect operation of the site. Our website contains links to other websites or social media platforms and they have their own privacy policies and terms and conditions, which you should read.

## If you need more information, here's who can help:

If you have any questions about our Privacy Policy, including any requests to exercise your rights, please contact our Data Protection Officer using the details set out below:

Data Protection Officer,  
Somerset Cricket Board,  
The Cooper Associates County Ground,  
St James Street,  
Taunton,  
TA1 1JT

By email to:

[andy.fairbairn@somersetcricketboard.org](mailto:andy.fairbairn@somersetcricketboard.org)