

North Petherton Rugby Football Club LTD

Affiliated to the Rugby Football Union and the Somerset County Rugby Football Union

CASC REG. 04941



Data Protection Policy **Incorporating the General Protection Regulation** **(GDPR)**

Purpose

This policy and procedure outlines how NPRFC will manage personal information or data. NPRFC's data protection policy sets out our commitment to protecting personal data and how we implement that commitment.

Scope

It outlines the responsibilities and liabilities of NPRFC with regard to personal data. The policy applies to both electronic and paper-based records. It is retrospective in nature: individuals may request access to old personal records that are still held by NPRFC.

Rationale

This policy is necessary to fulfil NPRFC obligations under regulatory and legal frameworks, including:

- Data Protection Act 1998; (Until fully replaced by the GDPR at a later date)
- Freedom of Information Act 2000.
- General Data Protection Regulation 2018

We are committed to:

- Ensuring that we comply with the eight data protection principles, as listed below.
- Comply with legal obligations as laid down by the Data Protection Act 1998
- Comply with legal obligations laid down by the General Data Protection Regulation 2008
- Ensuring that data is collected and used fairly and lawfully
- Process personal data only for meeting our operational needs or legal requirements
- Ensure that data subjects' rights are appropriately exercised
- Provide adequate security measures to protect data
- Ensure that all the clubs officers are fully aware of good data protection practice
- Reporting any personal data breach's to the individual concerned and if necessary to pass this information to the Information Commissioners Office (ICO) if there is a risk to the individuals rights and freedoms

Data protection principles

1. Personal data shall be processed fairly and lawfully
2. Personal data shall be obtained for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed
4. Personal data shall be accurate and, where necessary, kept up to date
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes
6. Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act 1998
7. Appropriate technical and organisational measures shall be taken against unauthorised and unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Procedure

NPRFC will hold data which is both personal and sensitive in respect of upholding their duty of care to individuals in any emergency situation (i.e. being hospitalised from a rugby injury)

NPRFC will ensure any information recorded about people is factually correct, up to date and in no way defamatory.

NPRFC will only access personal information about individuals in the legitimate course of Club business and to supply information to any statutory authority that requests such information or that by having access to this information will provide important medical history to assist in the treatment of an injured player.

Accessing individual records by members of the club, which have not been designated to do so, is forbidden.

NPRFC will not disclose personal or sensitive data without appropriate authorisation.

NPRFC will ensure all personal or sensitive data is kept securely. Any information regarding any member of the Club held on electronic files will be password protected; passwords should be kept safe to prevent loss and should not be accessible to others.

People who have data held by NPRFC have the right to access their data and we will not charge for complying for any request to see that information and will endeavour to comply with any request within one month.

Compliance

Failure on the part of any NPRFC representative to comply with this policy or to follow the procedure will result in an internal investigation and possible dismissal following the disciplinary process.

What is the GDPR?

The EU's General Data Protection Regulation (GDPR) was introduced to unify all EU member states' approaches to data regulation, ensuring all data protection laws are

applied identically in every country within the EU. It will protect EU citizens from organisations using their data irresponsibly and puts them in charge of what information is shared, where and how it's shared.

The GDPR is due to come into force on 25 May 2018 - and even though the UK is due to leave Europe in the next 12 months, it will still apply to all businesses handling EU residents' data, effectively replacing the Data Protection Act 1998.

Our Privacy Notice - A Summary of how we (NPRFC) and the RFU use your data

- North Petherton Rugby Football Club uses your personal data to manage and administer your membership and your involvement with its teams and club, your contact details where this includes the hire of any part of the Clubhouse and its ground.
- Some data is shared with the RFU, via the Game Management System (GMS) who use your data to regulate, develop and manage the game.
- Data is only shared with the Somerset RFU and English RFU. It is NOT shared with any other 3rd party
- 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.
- Should you work in a particular role within the Club, 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 the RFU's Game Management Service (GMS) record whose access is limited to vital officials of the Club

What does this policy cover?

- This policy describes how NPRFC (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.

It also describes your data protection rights, including a right to object to some of the processing which we carry out. More information about your rights, and how to exercise them, is set out in the "What rights do I have?" section.

What information do we collect?

We collect and process personal data from you or your parent when you join and when we carry out annual renewals of your membership. This includes:

- your name
- your gender,
- your date of birth, your RFU ID (as assigned in GMS)
- your home address, email address and phone number;
- your 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.;
- your payment and/or bank account details, where you provide these to pay for membership;
- your medical conditions or disability, where you provide this to us with your consent (or your parent's consent) to ensure we are aware of any support we may need to provide to you.

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 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.

How do we use this information, and what is the legal basis for this use?

We process this personal data for the following purposes

- To fulfil a contract, or take steps linked to a contract: this is relevant where you make a payment for your membership and any merchandise, or enter a competition. This includes:
 - taking payments;
 - communicating with you;
 - providing and arranging the delivery or other provision of products, prizes or services;
- As required by the Club to conduct our business and pursue our legitimate interests, in particular:
 - we will use your information to manage and administer your membership and your involvement with its teams and club, and to keep in contact with you for these purposes;
 - we will also use data to maintain records of our performances and history, including match reports, score lines and team sheets;
 - 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]

We may choose to send you promotional materials, forthcoming events and offers by post or by phone, or by email. Unless you state that you do not wish to receive these notifications we will automatically contact you by the most economical means. For purposes which are required by law: o we maintain records such as health and safety records and accounting records in order to meet specific legal requirements;

- we ensure, where you will work with children, that you have undergone an appropriate DBS check – this is also carried out with your consent.
- we may respond to requests by government or law enforcement authorities conducting an investigation.
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How does the RFU use any of my information?

The RFU provides GMS, but make its own use of the following information: your name;

- your gender;
- your date of birth;
- your RFU ID (as assigned in GMS);
- your home address, email address and phone number; and
- your type of membership and involvement in particular teams at the Club, or any key role you may have been allocated, such as Chair, Safeguarding Lead, Membership Secretary etc.

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. 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. 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. To exercise any of these rights, you can get in touch with us – or, as appropriate, the RFU or its data protection officer – using the details set out below. If you have unresolved concerns, you have the right to complain to the Information Commissioner's Office. Much of the information listed above must be provided on a mandatory basis so that we can make the appropriate legal checks and register you as required by RFU Rules and Regulations. We will inform you which information is mandatory when it is collected. Some information is optional, particularly information such as your medical information. If this is not provided, we may not be able to provide you with appropriate assistance, services or support.

How do I get in touch with you or the RFU?

We hope that we can satisfy queries you may have about the way we process your data. If you have any concerns about how we process your data, you can get in touch with our appointed Data Protection Officer: Mr Chris Hancock at chris@hancock1953.fsnet.co.uk or by writing directly to the Data Protection Officer at NPRFC, Beggars Brook, North Petherton, Somerset TA6 6NW. If you have any concerns about how the RFU process your data, you can get in touch at legal@rfu.com or by writing to The Data Protection Officer, Rugby Football Union, Twickenham Stadium, 200 Whitton Road, Twickenham TW2 7BA.

How long will you retain my data?

We process the majority of your data for as long as you are an active. We will retain information held to maintain statutory records in line with appropriate statutory requirements or guidance. The RFU will maintain records of individuals who have registered on GMS, records of DBS checks and the resulting outcomes and other disciplinary matters for such period as is set out in the RFU's privacy notice to be set out on www.englandrugby.com. Records of your involvement in a particular match, on team sheets, on results pages or in match reports may be held indefinitely both by us and the RFU in order to maintain a record of the game.

Review

This policy will be reviewed every two years

Wayne Carter Nov 2023