

# RUGELEY SNOOKER CLUB DATA PRIVACY POLICY

## Table of Contents

<b>1. About this Policy .....</b>	<b>2</b>
<b>2. Who are we? .....</b>	<b>2</b>
<b>3. What information we collect and why.....</b>	<b>3</b>
<b>4. How we protect your personal data .....</b>	<b>3</b>
<b>5. Who else has access to the information you provide us? .....</b>	<b>4</b>
<b>6. How long do we keep your information? .....</b>	<b>5</b>
<b>7. Your rights explained .....</b>	<b>6</b>
<b>8. Rugeley Snooker Club Responsibility Statement:.....</b>	<b>8</b>

## 1. About this Policy

- 1.1 For the purposes of this document from hereon in, 'We' or "The Club" refers to Rugeley Snooker Club and/or it's representative Management Committee Officers, and 'You' refers to the Member (data subject)
- 1.2 This policy explains when and why we collect personal information about our members, how we use it and how we keep it secure and your rights in relation to it.
- 1.3 We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.
- 1.4 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our Club noticeboard regularly for any amendments (but amendments will not be made retrospectively).
- 1.5 We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on GDPR can be found at the website for the Information Commissioner ([www.ico.gov.uk](http://www.ico.gov.uk)). For the purposes of GDPR, we will be the "controller" of all personal data we hold about you.

## 2. Who are we?

**2.1** We are Rugeley Snooker Club, also known as Rugeley Billiards Club

We can be contacted at: Heron Court Hall, Heron Street,  
Rugeley, Staffordshire. WS15 2DZ.  
Telephone: 01889 582520

Email address [info@rugeleysnookerclub.co.uk](mailto:info@rugeleysnookerclub.co.uk).

### 3. What information we collect and why

Type of information	Purposes	Legal basis of processing
Member's name, address, telephone numbers, email address	<p>Managing the membership of the Club.</p> <p>Keeping in touch with the Member (including by renewal letter, AGM invitations, newsletter and other such important matters)</p>	<p>Performing the Club's contract with the Member. For the purposes of our legitimate interests in operating the Club.</p> <p>For the purposes of our legitimate interests in operating the Club.</p>
Date of birth / age related information	Managing membership categories which are age related, such as subscriptions.	Performing the Club's contract with the member; enforcing legal age restrictions (e.g. purchase of alcohol, gambling)

### 4. How we protect your personal data

- 4.1** We will not transfer your personal data outside the EU without your consent (this is mostly due to storing data in secure cloud storage areas)
- 4.2** We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.
- 4.3** Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

- 4.4** For any payments which we take from you online we will use a recognised online secure payment system. We do not, however currently accept online payments.
- 4.5** We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

## 5. Who else has access to the information you provide us?

### 5.1 We will never sell your personal data.

We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where we are required to do so by law or as set out in the table above or in paragraph 5.2 below.

### 5.2 Third Parties

We may pass a limited subset your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (e.g. to print newsletters, club membership cards and send you mailings). We will always vet a provider to ensure that they are fully GDPR compliant.

We do this for the purpose of our legitimate interests in operating the Club and for performing our contract with you.

However, we disclose only the data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes.

No sensitive data such as your birth date will be shared.

## 6. How long do we keep your information?

- 6.2** We will hold your personal data on our systems for as long as you are a member of the Club and for as long afterwards as it is in the Clubs' legitimate interest to do so or for as long as is necessary to comply with our legal obligations.

Unless we receive a data subject removal request or formal resignation from the Club in writing, this will normally be **2 years from cessation/lapse of your membership at renewal anniversary**.

- 6.3** We will review your personal data every year at renewal anniversary to establish whether we are still entitled to process it.

If we decide that we are not entitled to do so, we will cease processing your personal data except in the instance that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with any legal requirements and the establishment, exercise or defence of legal claims.

- 6.4** We securely destroy all information once we have used it and no longer need it.

- 6.5** In the event of the death of a member, we will cease any communications and remove all data from our membership database.

## 7. Your rights explained

It is important that you understand what rights you have in respect of the Personal Data and Special Category Personal Data that we hold about you.

To let us know that you wish us to exercise any of your rights outlined above, please contact our Club Secretary.

**a) The right to be informed (knowing how we will use your data)**

You have the right to be told how we will use your Personal Data which is set out in This Notice.

**b) The right of access (being provided with copies of your data)**

You have the right to ask us to provide you with a copy of your Personal Data

We will supply any information you ask for as soon as possible but may take up to 1 month once we are satisfied as to your identity. We will not charge you for this. This is called a data subject access request

**c) The right to rectification (changing incorrect information we hold).**

If you believe our records are inaccurate you have the right to ask for those records concerning you to be updated. Contact details for any requests should be directed to the Club Secretary.

**d) The right to be forgotten (erasure) (requesting deletion of your Personal Data)**

In some cases, you have the right to be forgotten (i.e. to have your Personal Data deleted from our database)

**e) The right to restrict processing (limiting how we use your data).**

In certain situations you have the right to ask for processing of your Personal Data to be restricted because there is some disagreement about its accuracy or legitimate usage

**f) The right to data portability (moving your data in a useable format).**

You have the right to request the Personal Data you provided to us, in a structured, commonly used and machine-readable format and/or transmit that data to a third party - in certain situations.

**g) The right to object (when we must stop processing your data).**

You have the right to object to us processing data purely for our legitimate interests. If you make such a request, we must stop processing your Personal Data unless: we can demonstrate compelling legitimate grounds for the processing, which override your interests, rights and freedoms; or the processing is for the establishment, exercise or defence of legal claims.

**h) The right not to be subject to automated decision making including profiling (making a decision solely by automated means without any human involvement).**

The right not to be subject to a decision based solely on automated processing (including profiling) that produces legal effects concerning you or similarly significantly affects you. Rugeley Snooker Club does not undertake automated decision making or profiling

**i) We securely destroy all financial information once we have used it and no longer need it**

**j) You have the right to take any complaints about how we process your personal data to the Information Commissioner:**

<https://ico.org.uk/concerns/>

0303 123 1113.  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

- k)** For further information on each of those rights, including the circumstances in which they apply, please see the Guidance from the UK Information Commissioner's Office (ICO) on individuals' rights under the General Data Protection Regulation.

If you have any queries, questions or comments on the information contained in this notice, please contact the Club secretary on  
01889 582520  
or  
secretary@rugeleysnookerclub.co.uk

## 8. Rugeley Snooker Club Responsibility Statement:

The information contained in this notice represents Rugeley Snooker Club's interpretation of the law as at the date of this edition.

The Club takes all reasonable care to ensure that the information contained in this notice is accurate and that any opinions, interpretations and guidance expressed have been carefully considered in the context in which they are expressed.