

Guernsey Squash and Racketball Association LBG (“GSRA”)

DATA PROTECTION PRIVACY STATEMENT

Summary of how we use your data

- We use your personal data to manage and administer your membership and your involvement with GSRA, and to keep in contact with you for these purposes.
- We use some databases and third party service providers to assist with the organisation of the GSRA and your personal data may be used and stored in these databases or third party service providers, such as ClubNet and Mailchimp, providers of the website or GSRA’s social media pages.
- Some data may be shared with England Squash or the European Squash Federation, who use your data to regulate, develop and manage the game and to assign rankings or to participate in tournaments.
- Where we rely on your consent you can withdraw it at any time.
- Amongst the data we collect from participants 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 (“DBS”) check using the Guernsey Vetting Bureau. The result of this check will be held by us.

What does this policy cover?

This policy describes how the GSRA (also referred to as “we” or “us”) will make use of the data we handle in relation to our members and players, including use of the ClubNet and Mailchimp, and sharing of data with England Squash and the European Squash Federation.

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?

For members of GSRA 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 and date of birth;
- your home address, email address and phone numbers;
- your type of membership and involvement in particular teams or leagues, or any key role you may have been allocated on the GSRA Committee;
- your payment and/or bank account details, where you provide these to pay for membership;
- your marketing preferences, including any consents you have given us,
- your medical conditions or disability, where you provide this to us with your (or your parents) consent to ensure we are aware of any support we may need to provide.

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, 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 national associations. Additionally, for certain role holders or those working with children, we may receive information from the Disclosure and Barring Service at the Guernsey Vetting Bureau 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, and providing and arranging the delivery or other provision of products, prizes or services;
- As required by the GSRA 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 leagues, and to keep in contact with you for these purposes;

- we will also use data to maintain records of your performances and history, including match reports and score sheets.
- we may choose to send you promotional materials or merchandise offers by email where we want to send you offers relating to similar products and services that you have already bought.
- we use data of some individuals to invite them to take part in market research;
- Where you give us consent:
 - we may send you direct marketing or promotional material by email;
 - we may handle medical or disability information you or your parent provides to us, to ensure we support you appropriately;
 - on other occasions where we ask you for consent, we will use the data for the purpose which we explain at that time.
- For purposes which are required by law:
 - 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.
 - where you hold a role on the GSRA Committee or are employed by GSRA requiring us to check your right to work, we may process information to meet our statutory duties;
 - we may respond to requests by government or law enforcement authorities conducting an investigation.

Withdrawing consent or otherwise objecting to direct marketing

Wherever we rely on your consent, you will always be able to withdraw that consent, although we may have other legal grounds for processing your data for other purposes, such as those set out above. In some cases, we are able to send you direct marketing without your consent, where we rely on our legitimate interests. You have an absolute right to opt-out of direct marketing, or profiling we carry out for direct marketing, at any time. You can do this by following the instructions in the communication where this is an electronic message, or by contacting us using the details set out below in the “How do I get in touch with you?” section.

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

Some limited information may be shared with other stakeholders in squash, such as other clubs, governing bodies and 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 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 ClubNet and Mailchimp, providers of the website or GSRA's social media pages.

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.

To exercise any of these rights, you can get in touch with us using the details set out below. If you have unresolved concerns, you have the right to complain to the Office of The Data Protection Authority at www.opda.gg.

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 the GSRA Articles. 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?

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 at office or by writing by email to office@guernseysquashandracketball.co.uk or by post to Guernsey Squash & Racketball Association LBG, The Coach House, Beau Sejour Centre, Amherst, St Peter Port, Guernsey, GY1 2DL.

How long will you retain my data?

We process the majority of your data for as long as you are an active member of GSRA and then your data is deleted after one full season from you ceasing to be a member.

Where we process personal data for marketing purposes or with your consent, we process the data while you are an active member of GSRA or you ask us to stop, when we will only process the data for a short period after this (to allow us to implement your requests). We also keep a record of the fact that you have asked us not to send you direct marketing or to process your data indefinitely so that we can respect your request in future.

Where we process personal data in connection with performing a contract or for a competition, we keep the data for as long as you are an active member of GSRA and then your data is deleted after one full season from you ceasing to be a member

We will retain information held to maintain statutory records of GSRA itself in line with appropriate statutory requirements or guidance.

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 order to maintain a record of the game.