



Sittingbourne RUFC

Est. 1976

Gore Court Cricket Club, The Grove, Key Street,
Sittingbourne Kent ME10 1YT

SRUFC PRIVACY STATEMENT

How do we collect your data?

- RFU Registration forms
- Disclosure and Barring Service (DBS) forms
- Annual membership forms

What data do we collect?

Mandatory All Forms

- Full name
- Address
- Date of birth
- Contact details (phone, email)
- For members under 18 we collect above details for parent/guardian
- Name and contact details of emergency contact
- Any medical condition relevant to playing rugby

DBS Additional Data

- Any previous names
- Any other address during last five years
- NI number
- Place of birth
- ID documents (e.g. passport, driving licence, birth certificate)

Optional

- Gender
- Ethnic group
- Profession
- School attended (under 18)

What do we do with your data?

RFU Registration Forms

- The data is entered on the RFU Game Management System (GMS) on-line by the Club Registration Officer
- The RFU Registration number is passed to the relevant coach; this number is unique to the member and maintained for life
- The forms are held for one month and then destroyed
- The GMS is a secure database and the data is used as required by the RFU to conduct its business and pursue its legitimate interests as outlined in Appendix 1
- A limited number of officers of SRUFC have access to the GMS and access is restricted to required data only (Appendix 1)
- SRUFC officials can only access data on Sittingbourne members, not other Clubs, and other Clubs cannot access data on members of SRUFC



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- SRUFC uses the GMS for such matters as: checking players are in the correct age group; accessing RFU numbers and dates of birth for competitions; confirming coaching and DBS qualifications; providing anonymised data on such statistics as schools attended, ethnic profile

DBS Forms

- Data from the forms is submitted to the DBS on-line by the Club Safeguarding Officer
- The forms are destroyed once the application has been approved and appears on the GMS
- SRUFC has no further access to this data

Annual Membership Forms

- Membership forms are sent to the Treasurer to confirm payment of subscriptions
- An electronic copy is made and retained securely by the Treasurer and Secretary in password-protected files
- The form is passed to the relevant coach who keeps it securely for the playing season after which it is destroyed
- Any Standing Order form with bank account details should be sent direct to their bank by the member; in the event that it is sent to the Treasurer it is passed direct to the bank and no copy is kept; SRUFC holds no financial details of any member
- The coach uses the contact data to communicate with players/parents/guardians
- It is vital that the coach has access to data on any medical condition relevant to the playing of rugby, particularly if the emergency services are called; for youth players the coach also requires the parental permission given on the form in the event he/she has to accompany the player to hospital; it has been reported that in some cases hospitals only accept the original form
- The Club Communications Officer maintains a password-protected database of contact details only for communicating with the members

Websites

- The Club Junior website (<http://juniors.srucf.com>) displays contact details (phone, email) of officials and coaches only with their express permission; no other personal data is held and no analytics are used
- The Pitchero website (<http://www.srucf.com>) displays similar contact details with permission; beyond this, data provided by persons using the website is not available to SRUFC and is handled entirely by Pitchero; their Privacy Statement is at Appendix 2

How do we share your data?

- SRUFC does not share any of this data with any other organisation
- The GMS has an opt-in for sending marketing information to members and this is not confirmed unless requested by the member on the Registration form

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).



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- 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 the Club Secretary, or, the RFU or its data protection officer. If you have unresolved concerns, you have the right to complain to the Information Commissioner's Office.

Updated 9 May 2018