

# FERRIBY HALL SQUASH & RACKETBALL CLUB

## GDPR AND DATA PROTECTION POLICY

### 1. INTRODUCTION

Ferriby Hall Squash & Racketball Club (“the Club”) respects your privacy and is committed to protecting the personal information of Members, players, volunteers, and visitors.

This policy explains how the Club collects, uses, stores, and shares personal data in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

### 2. SCOPE

This policy applies to all personal data processed by or on behalf of the Club, including data relating to:

- Club Members (adult and junior)
- Parents or guardians of junior Members
- Coaches, volunteers, and staff
- Visitors, players, and competition participants
- Suppliers and partners

### 3. LAWFUL BASIS FOR PROCESSING

The Club processes personal data under the following lawful bases:

Purpose | Legal Basis

-----  
Administering membership, competitions, and coaching | Contract (necessary for membership agreement)  
Communicating Club news, events, and updates | Legitimate interests / Consent  
Complying with HMRC, Companies House, or CASC reporting | Legal obligation  
Safeguarding children and vulnerable adults | Legal obligation / Vital interests  
Collecting subscription fees and managing finances | Contract / Legitimate interests

### 4. DATA COLLECTED

The Club may collect and process the following personal data:

- Full name, address, contact details (email, phone)
- Date of birth and gender
- Emergency contact information
- Membership and payment records
- Match, league, and coaching participation records
- Relevant medical information (for emergency or safety purposes only)
- Photographs or videos (only with consent)

### 5. DATA USE

Personal data will be used only for legitimate Club purposes, including:

- Maintaining membership and contact records
- Organising matches, leagues, and coaching sessions
- Communicating Club activities, meetings, and events
- Ensuring player safety and emergency contact

- Complying with legal or regulatory obligations

The Club does not sell or share personal data for commercial gain.

## 6. DATA STORAGE AND SECURITY

- Personal data is stored securely in password-protected systems or locked files.
- Electronic data is stored on secure servers or cloud storage with appropriate access controls.
- Only authorised Club Officers or Directors may access personal data.
- Data breaches will be reported in accordance with the ICO guidelines.

## 7. DATA RETENTION

Type of Data | Retention Period

-----

Membership records | Up to 3 years after membership ends

Financial records | 6 years (for HMRC compliance)

Accident and incident records | 3 years (or until age 21 for juniors)

Safeguarding or disciplinary records | 6 years or as legally required

Emails and correspondence | Reviewed annually and deleted when no longer needed

After these periods, data will be securely deleted or destroyed.

## 8. MEMBER RIGHTS

Under the UK GDPR, Members have the right to:

1. Access – Request a copy of their personal data.
2. Rectification – Correct inaccuracies in their personal data.
3. Erasure – Request deletion of their personal data (where lawful).
4. Restriction – Limit how their data is used.
5. Data Portability – Receive data in a transferable format.
6. Objection – Object to certain types of processing (e.g. marketing).

Requests should be sent in writing to the Club Secretary or Data Protection Officer (if appointed).

The Club will respond within one month.

## 9. PHOTOGRAPHY AND MEDIA

The Club may take photos or videos for promotional purposes (e.g. website, newsletters, social media) only with prior consent.

For junior members, written parental or guardian consent is required.

For further detail see aligned Photography and Social Media Policy

## 10. DATA SHARING

The Club may share personal data only with:

- England Squash (for affiliation, rankings, and competitions)
- Sporting bodies or leagues (for legitimate sporting purposes)
- HMRC / Companies House (for compliance)
- Emergency services (in emergencies only)

Data will never be shared for marketing or external commercial use.

## 11. DATA BREACH PROCEDURE

If a data breach occurs (e.g. loss, theft, or unauthorised access), the Club will:

- Assess the severity and scope of the breach;
- Inform affected individuals where there is risk of harm;
- Report to the Information Commissioner's Office (ICO) within 72 hours, if required.

## 12. JUNIOR DATA

For members under 18, personal data is collected and processed only with parental consent.

Sensitive data (e.g. medical information) is handled with extra care and confidentiality.

## 13. POLICY GOVERNANCE

- The Board of Directors has overall responsibility for data protection compliance.
- The Club Secretary acts as the primary point of contact for GDPR matters.
- All volunteers and staff are expected to follow this policy.

## 14. REVIEW

This policy will be reviewed annually or sooner if legislation or Club operations change.

## 15. CONTACT

Questions or data requests should be directed to:

The Club Secretary