

Ferriby Hall Squash & Racketball Club Limited

Public Data Privacy Notice

1. Purpose

Ferriby Hall Squash & Racketball Club ("the Club") is committed to protecting the privacy and security of personal information. This Privacy Notice explains what personal data the Club collects, why it is used, how long it is kept, who it may be shared with, and the rights individuals have in relation to their data.

This Privacy Notice applies to members, prospective members, volunteers, committee members, visitors, coaches and other individuals whose personal data is processed by Ferriby Hall Squash & Racketball Club.

2. Data Controller

Ferriby Hall Squash & Racketball Club Limited is the Data Controller responsible for personal data processed by the Club. This means it decides why personal data is collected and how it is used.

- **Registered Entity:** Ferriby Hall Squash & Racketball Club Limited
- **Company Number:** 17052005 (England & Wales)
- **Primary Contact:** Club Information Lead Director

3. Information We Collect

The Club may collect and process the following categories of data:

Membership Data

- Full name, physical address, and contact details (email addresses and telephone numbers).
- Date of birth, membership category, and emergency contact details.

Participation Data

- Competition results, league standings, and coaching attendance records.
- Individual court bookings, volunteer records, and committee or governance logs.

Financial Data

- Membership subscription payments, Gift Aid declarations, personal donations, and grant or funding records.

Technical Data

- Website usage data, digital club management system logs, and official email communications.

4. Why We Process Data

The Club processes personal data to:

- Administer annual memberships and manage court bookings.
- Organise sporting activities, internal competitions, and coaching sessions.
- Communicate club news and maintain official corporate governance records.
- Support safeguarding obligations, manage club finances, and comply with legal requirements.

5. Lawful Basis for Processing

Depending on the purpose, the Club processes personal data under one or more of the following lawful bases: **Contractual Necessity**, **Legal Obligation**, **Legitimate Interests**, **Consent**, and **Protection of Vital Interests**.

Where the Club processes information about children or safeguarding matters, it will do so with particular care and restrict access to those who need the information strictly for safeguarding, welfare, legal or governance purposes.

6. Sharing Information

The Club may share personal data only where necessary and appropriate, including with:

- England Squash
- Competition organisers and local leagues
- Professional advisers, banks, and insurers
- HMRC and Companies House compliance teams
- Statutory or emergency authorities

The Club does not sell or share personal information with third parties for commercial gain or marketing purposes.

7. Data Security

The Club applies appropriate technical and organisational safeguards, including:

- Restricting data access strictly to authorised persons
- Enforcing the use of secure, password-protected systems
- Maintaining secure, encrypted data backups

8. Data Retention Tiers

Record Type	Approved Retention Period
Membership Records	3 years after membership ends
Financial & Accounting Records	6 years plus the current financial year (7 years total)
Governance Minutes	10 years
Complaints & Disciplinary Records	3 years, unless longer retention is justified for legal or corporate protection
Safeguarding Records	Retained securely in full accordance with statutory safeguarding guidance

9. Individual Rights

Under the UK GDPR, individuals may request:

1. **Access** – Request a copy of the personal data held about them.
2. **Correction** – Request rectification of inaccurate or outdated data.
3. **Erasure** – Request deletion of data where applicable under the law.
4. **Restriction** – Limit how their data is actively processed.
5. **Data Portability** – Receive their data in a clean, transferable digital format.
6. **Objection** – Object to specific processing pathways.

Requests must be submitted in writing to the **Club Information Lead Director**. The club will respond within one calendar month

10. Complaints

Individuals have the right to lodge a formal complaint with the regulator if they are unhappy with how the Club handles their personal data or responds to a privacy request:

- **Regulatory Body:** [Information Commissioner's Office \(ICO\)](#)

11. Review & Governance Control

This Public Privacy Notice was formally reviewed, updated, and ratified by the Board of Directors on **1st October 2026** and permanently supersedes all previous editions.

DOCUMENT REVISION & INCORPORATION CONTROL

- *Entity Name: Ferriby Hall Squash & Racketball Club Limited*
- *Company Number: 17052005 (England & Wales)*
- *Document Status: Ratified Internal Data SECTION (CLG Structure)*
- *Version Reference: v2.0 (Supersedes All Historical Editions)*
- *Effective Date: 1st October 2026*
- *Next Review Date: October 2027*