

East Dorset Dockers RFC Data Protection and Privacy Policy

1. Introduction and Commitment

East Dorset Dockers Rugby Football Club (EDDRFC) is committed to protecting the privacy and security of the personal information held about its members, staff, volunteers, and stakeholders. This policy outlines how EDDRFC collects, uses, stores, and protects personal data in compliance with relevant data protection legislation. By becoming a member, you agree to the collection and use of information in accordance with this policy.

2. The Data Controller

The **Club Committee** is the Data Controller responsible for ensuring that all data processing complies with this policy and relevant law.

The **Club Secretary** is typically the person responsible for overseeing data protection matters and can be contacted for any privacy-related queries.

3. Data We Collect and Why

We collect different types of data for specific, legitimate purposes necessary for the running of a rugby club:

- **Membership Data:** We collect your name, date of birth, address, phone number, and email address (not always collected). This is a necessity for running the club, official registration, and essential communication.
- **Emergency Data:** We collect an emergency contact name and phone number. This is necessary for your vital interests in ensuring your welfare and safety during an emergency.
- **Safety Data:** We collect information on relevant medical conditions, allergies, or necessary medication. This is based on vital interests and legitimate **interest** to ensure player welfare and safe participation in club activities.
- **Financial Data:** We collect membership payment records (but **NOT** full bank account details or card numbers). This is based on legal obligation and legitimate interest for maintaining accurate accounts and tax records.
- **Participation Data:** We collect data such as team registration, attendance at training, and match history. This is based on legitimate interest for purposes like team selection, ensuring fair play, and compliance with league rules.

4. How We Use Your Data

Your personal data is used solely for the administration of the club and your participation in rugby activities. This includes:

- **Communication:** Sending essential club information, fixture updates, meeting notices, and safety announcements.
- **Registration:** Registering you or your child with the relevant rugby governing body (RFU, local leagues).
- **Welfare:** Managing injuries and medical incidents during club activities.
- **Financial Management:** Processing membership fees and tracking club accounts.

We will never sell your personal data to third parties.

5. Data Storage and Security

5.1. Storage Methods

Personal data is stored securely using:

- **Digital Databases:** Protected by strong passwords and only accessible by people who need to see the data.
- **Physical Records:** Stored securely and destroyed when no longer needed.

5.2. Access Control

Access to personal data is restricted to relevant Club Officials (e.g., Coaches only see their team's emergency contacts; the Treasurer/Finance roles only sees financial records).

5.3. Data Retention

We will only retain your personal data for as long as necessary to fulfil the purposes for which it was collected, and to comply with legal obligations.

- **Member Data:** Held for the duration of membership and for a reasonable period (e.g., one season) thereafter to facilitate re-joining or for historical safety/disciplinary records.
- **Financial Records:** Retained for the statutory period required by tax and accounting law.

6. Sharing Your Data

The Club will only share your data under the following circumstances:

1. **Governing Bodies:** Sharing required data (e.g., name, date of birth, registration status) with the RFU and local leagues for official registration and compliance.
2. **Emergency Services:** Sharing necessary Emergency and Safety Data with first-aiders, paramedics, or hospital staff in case of serious injury or medical incident.
3. **Legal Obligation:** Where legally required to do so (e.g., police requests, court orders).

7. Your Rights as a Data Subject

As a member of the EDDRFC, you have rights over your personal data:

- **The Right to Access:** You can request a copy of the personal data we hold about you.
- **The Right to Rectification:** You can request that we correct any inaccurate or incomplete data we hold about you.
- **The Right to Erasure (Right to be Forgotten):** You can request that we delete your personal data when it is no longer necessary for us to retain it (subject to any overriding legal obligations).
- **The Right to Object:** You can object to the club processing your data for certain purposes (e.g., receiving marketing emails).

To exercise any of these rights, please submit a written request to the Club Secretary.

