

# *Greyhound Rugby Football Club – Grandstand Road – Hereford, HR4 9NG*

GREYHOUND RFC (GRFC)

GENERAL DATA PROTECTION REGULATION (GDPR) Policy

The Directors hold personal data in their capacity as data controller for the proper administration of the club (GRFC) as a company limited by guarantee in accordance with their legal obligations including those of the Companies’ Acts. This includes the need to process your data to contact you in relation to your membership of the Club and its activities or in respect of your duties as a volunteer. This may include our responsibilities in respect of Safeguarding Vulnerable Groups Act to check that our coaches and volunteers are in a position to undertake regulated duties with children and vulnerable adults.

We are a data controller and processor and, as such, are committed to protecting your personal data and respecting your privacy

For the GDPR policy, the contact person is the Nominated Director greyhoundrfc.director@gmail.com

* GRFC (the company) uses your personal data to manage and administer your membership and your involvement with its teams and club, and to keep in contact with you for these purposes.
* GRFC (the company) also has use of data for payroll and accounting and for managing / hosting of events & Facilities hire.
* Data is shared with the RFU through the Game Management System (GMS), who use your data to regulate, develop and manage the game.
* Data is shared with the Club Accountants who administer the payroll.
* Data may also be shared with the Club Catering and Events Management partner/team.
* Data may also be shared with our Community Rugby partner.
* The Club will never give your data to sponsors or to any external marketing organisation, although it may send you marketing information on their behalf.
* Amongst the data we collect from you 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 ensure that you are supported appropriately. We may also share junior player welfare and medical information with Schools/Colleges (e.g. sharing injury / concussion information).
* Where you work in a particular role within the game, you may be required to undergo a Disclosure & Barring Service check using the RFU’s eDBS system. The result of this check will be input into your Game Management Service (GMS)

The **types of data**about you which we hold, and process includes:

* Contact details- name, address, telephone number, e-mail address;
* Membership category and value
* Bank details
* Relevant correspondence and documents relating to your membership of, or duties with the Club and your interest and participation in its operation.

In the case of **junior members**, we additionally hold contact details of parents, etc. together with dates of birth and any relevant medical details which may be required in an emergency.

The personal data held is all **obtained directly from you**, either online through the Club’s website or by means of completed forms.

**Personal data held by us will be:**

* Used lawfully, fairly and in a transparent way
* Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those
* Relevant and limited only to the purposes we have stated
* Accurate and kept up to date
* Retained for only as long as is necessary for the purposes outlined above
* Kept securely.

We need to collect personal information to manage your membership and we shall use it:

* To set up and administer your online membership
* To provide you with core membership services including information about Club meetings and events.
* To send you communications by e-mail or post in relation to the above

If you are a volunteer, including coaches and officials, we shall use your personal information:

* To enable us to provide you with the information required to carry out your duties on behalf of the club
* To send you communications by e-mail or post in relation to your role

*In connection with the above, you have the right to object to your personal information being used in this way. If we agree with your objection, it may affect our ability to provide you with the benefits or requirements of you as a member or volunteer*.

*You have a right of access and a right to obtain a copy of the personal data that the Club holds about you. You also have a right to ask for correction of personal data if there are any errors or if the data is out of date.*

*If you require to exercise any of these rights, please e-mail* **greyhoundrfc.director@gmail.com**

**How we protect your personal information**

Your personal information is stored on our electronic membership system and accessed by our designated officer and/or director for the purposes outlined above. Access is password protected.

**How long we keep your data**

We shall only keep your personal data for as long as we need in order to fulfil the purposes for which it was collected and for so long afterwards as we consider may be required to deal with any questions or complaints that we may receive about our administration of the Club, unless the law requires us to keep it for a longer period.

Review date December 2025