

Neath Athletic Rugby Football Club Privacy Policy

Neath Athletic RFC
Bridge Street
Neath
SA11 1RR
Phone Number: 01639 639684
E-mail: neathathleticrhc48@gmail.com

As a rugby club Neath Athletic RFC is required to hold information on its Members, Players and Volunteers. This is to ensure appropriate contact can be made relating to rugby club business and informing player on team updates and events.

Neath Athletic RFC currently collect and process the following personal data on its members and players.

- Personal identifiers (name),
- Address (only if required)
- contact telephone number,
- Email address

Most of the personal information we process is provided to us directly by you.

We use the information that you have given us in order to

- inform members/players/volunteers on club events
- inform players on team matches, training, changes to games
- To inform of opening times
- To inform members that annual subscription is due
- Emergency contact details in case of any accidents

These contact details will only be used occasionally and when necessary.

We **will not** share this information with any other organisations or individuals not associated with the club teams

Commented [LM1]: There may be times where you will need to share personal information outside of the club. For example CCTV images to the police for crime prevention purposes or to help police with an ongoing investigation. You may wish to reword this to add something along the lines of.. Unless required by law.

Addition Supporting Information

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) You are able to remove your consent at any time. You can do this by contacting Neath Athletic RFC
Phone Number: 01639 639684
E-mail: neathathleticrfc48@gmail.com

Commented [LM2]: This only applies if the club has chosen consent as their lawful basis to process certain information i.e. marketing purposes. This sentence does not mention consent being one of the lawful basis available to the club, but rather implies that individuals can exercise this right at any time.

- (b) We have a contractual obligation.
- (c) We have a legal obligation.
- (d) We have a vital interest.
- (e) We need it to perform a public task.
- (f) We have a legitimate interest.

We will only keep your personal contact details until you are either no longer a Member, player, volunteer or at your request. We will then dispose your information by shredding the paperwork you provided us with the contact details.

Commented [LM3]: 'or at your request'. This would only apply if you're using consent as your lawful basis. There may be instances where you would need to continue processing an individuals data after they leave the club (for example bar staff personnel files, treasurer details linked to financial information for the club)

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

Commented [LM4]: You may wish to include links to our guidance for the public here which explains each of these rights in more detail

[For the public | ICO](#)

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [insert email address, phone number and or postal address] if you wish to make a request.

If you have any concerns about our use of your personal information, you can make a complaint to us at
Neath Athletic RFC
Bridge Street
Neath
SA11 1RR
Phone Number: 01639 639684
E-mail: neathathleticrfc48@gmail.com

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113 ICO website: [https://www.ico](https://www.ico.org.uk)

Commented [LM5]: There are instances where a fee can be applied. Please find examples of these here: [What should we consider when responding to a request? | ICO](#)

Commented [LM6]: [ico.org.uk](https://www.ico.org.uk)