



## Medway RFC - Privacy Policy (as at 23/May/2018)

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### Summary of how we and the RFU use your data

Medway RFC uses your personal data to manage and administer your membership and your involvement with its teams and club<sup>1\*</sup>, and to keep in contact with you for these purposes.

Medway RFC uses vendor SmartClubSolutions (<http://www.smartclubsolutions.com/>) to provide software and hardware for the above operations.

- Members may also use SmartClubCloud (<https://www.smartclubcloud.com/>) to maintain their residential address and preferred email address, as well as top up their SmartCard balance.
- Medway RFC does NOT currently engage in direct marketing, or have plans to.

Should this change in the future:

- Where Medway RFC would rely on your consent, such as for any consent sought for email marketing (notifications unrelated to activities vital to the life blood of the club), you will be able to withdraw this consent at any time by logging into the SmartClubCloud as above and updating your preferences.

Some data is shared with the RFU, who use your data to regulate, develop and manage the game.

- England Rugby's privacy policy is here:  
<http://www.englandrugby.com/about-the-rfu/privacy-policy/>

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<sup>1</sup> This includes the Vice Presidents Association, the 500 Club and pre-pay SmartCard interactions with our Electronic Point of Sale systems.

- Further details about the way in which the RFU and affiliated clubs may process so-called sensitive personal data relating to you is here:  
<http://www.englandrugby.com/about-the-rfu/data-protection/>
- Where the RFU rely on your consent, such as any consent sought for email marketing, you can withdraw this consent at any time by logging into the England Rugby web site and updating your preferences:  
<http://www.englandrugby.com/>

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 can that you are supported appropriately.

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) record.

## What does this policy cover?

This policy describes how Medway RFC (also referred to as "the Club", "we" or "us") will make use of the data we handle in relation to our members and players, including our use of the Game Management System ("GMS") provided by the Rugby Football Union ("RFU"). The policy also describes the RFU's use of data on GMS.

It also describes your data protection rights, including a right to object to some of the processing which we carry out. More information about your rights, and how to exercise them, is set out in the "What rights do I have?" section.

## What information do we collect?

We collect and process personal data from you or your parent when you join and when we carry out annual renewals of your membership<sup>2</sup>. This includes:

- your name
- your gender,
- your date of birth,
- your RFU ID (as assigned in GMS)
- your home address, email address and phone number;
- your passport and NI details, where we have to check your eligibility or ability to work for us;
- your type of membership and involvement in particular teams, or any key role you may have been allocated, such as Chair, Safeguarding Lead, Membership Secretary etc.;
- your marketing preferences, including any consents you have given us;

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<sup>2</sup> Persons under the age of 18 yrs as at the start of the season (1<sup>st</sup> Sep) may only be a member of Medway RFC as part of a family membership, with a family lead who must be at least 18 yrs of age.

- your medical conditions or disability, where you provide this to us with your consent (or your parent's consent) to ensure we are aware of any support we may need to provide to you.

Some information may be generated as part of your involvement with us, in particular data about your performance, involvement in particular matches in match reports and details of any disciplinary issues or incidents you may be involved in on and off the pitch, such as within health and safety records.

## What information do we receive from third parties?

Sometimes, we receive information about you from third parties. For example, if you are a child, we may be given information about you by your parents.

We may receive information relating to your existing registrations with other clubs or rugby bodies or disciplinary history from the RFU through GMS. Additionally, for certain role holders or those working with children, we may receive information from the Disclosure and Barring Service and RFU on the status of any DBS check you have been required to take.

We also receive information with GoCardless, used for members who wish to pay their fees by Direct Debit via monthly instalments or in-full up-front. Personal data we receive are name, residential address and email address. We set up Payment Plans or One-Off payments within GoCardless as requested by members, and monitor those payments for success, following up with members direct for any failures. We may correct or update your details in GoCardless when appropriate<sup>3</sup>.

GoCardless's privacy Statement may be found here: <https://gocardless.com/legal/privacy>

We also utilise Google Forms for recording online membership application requests. Such records are immediately deleted from Google Forms once processed by the Membership Secretary.

## How do we use this information, and what is the legal basis for this use?

We process this personal data for the following purposes:

- To fulfil a contract, or take steps linked to a contract: this is relevant where you make a payment for your membership and any merchandise, or enter a competition. This includes:
  - taking payments;
  - communicating with you;
  - providing and arranging the delivery or other provision of products, prizes, services or events;
- As required by the Club to conduct our business and pursue our legitimate interests, in particular:
  - we will use your information to manage and administer your membership and your involvement with its teams and club, and to keep in contact with you for these purposes;
  - we will also use data to maintain records of our performances and history, including match reports, score lines and team sheets;

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<sup>3</sup> For example to correct typographical errors by members in their email address, or to synchronise email addresses between GoCardless and the club's membership database.

- Where you give us consent:
  - we will send you direct marketing or promotional material by email;
  - we will handle medical or disability information you or your parent provides to us, to ensure we support you appropriately;
  - on other occasions where we ask you for consent, we will use the data for the purpose which we explain at that time.
- For purposes which are required by law:
  - we maintain records such as health and safety records and accounting records in order to meet specific legal requirements;
  - we ensure, where you will work with children, that you have undergone an appropriate DBS check – this is also carried out with your consent.
  - where you hold a role at the Club requiring us to check your right to work, we may process information to meet our statutory duties;
  - we may respond to requests by government or law enforcement authorities conducting an investigation.

## How does the RFU use any of my information?

The RFU provides GMS, but make its own use of the following information:

- your name;
- your gender;
- your date of birth;
- your RFU ID (as assigned in GMS);
- your home address, email address and phone number; and
- your type of membership and involvement in particular teams at the Club, or any key role you may have been allocated, such as Chair, Safeguarding Lead, Membership Secretary etc.

The RFU uses this information as follows:

- As required by the RFU to conduct its business and pursue its legitimate interests, in particular:
  - communicating with you or about you where necessary to administer Rugby in England, including responding to any questions you send to the RFU about GMS;
  - administering and ensuring the eligibility of players, match officials and others involved in English rugby – this may involve the receipt of limited amounts of sensitive data in relation to disabled players, where they are registered for a disabled league or team, or in relation to anti-doping matters;
  - maintaining records of the game as played in England, in particular maintaining details of discipline and misconduct;
  - monitoring use of GMS, and using this to help it monitor, improve and protect its content and services and investigate any complaints received from you or from others about GMS;

- maintaining statistics and conducting analysis on the make-up of rugby's participants;
- ensuring compliance with the current RFU Rules and Regulations including those on the affiliation of clubs, referee societies, constituent bodies and other rugby bodies, and registration of players; and
- communicating with you to ask for your opinion on RFU initiatives.
- For purposes which are required by law:
  - The RFU will ensure, where you will work with children and where this is required, that you have undergone an appropriate DBS check – this is also carried out with your consent.
  - The RFU may respond to requests by government or law enforcement authorities conducting an investigation.

## Withdrawing consent or otherwise objecting to direct marketing

Wherever we rely on your consent, you will always be able to withdraw that consent, although we may have other legal grounds for processing your data for other purposes, such as those set out above. In some cases, we are able to send you direct marketing without your consent, where we rely on our legitimate interests. You have an absolute right to opt-out of direct marketing, or profiling we carry out for direct marketing, at any time. You can do this by following the instructions in the communication where this is an electronic message, or by contacting us using the details set out below in the “**How do I get in touch with you or the RFU?**” section.

## Who will we share this data with, where and when?

In addition to sharing data with the RFU, we may share you data in anonymised statistical format with:

- Organisations who have a legitimate request to know the composition of our club  
For example, Medway Council Sports Development Team  
<http://medwayfisd.com/kb5/medway/fis/service.page?id=CRnZdVJi25o>
- Organisations from whom we may seek funding grants.

Some limited information may be shared with other stakeholders in rugby, such as other clubs, Constituent Bodies, referee societies, league organisers, so that they can maintain appropriate records and assist us in organising matches and administering the game.

Personal data may be shared with government authorities and/or law enforcement officials if required for the purposes above, if mandated by law or if required for the legal protection of our or the RFU's legitimate interests in compliance with applicable laws.

Personal data will also be shared with third party service providers, who will process it on our behalf for the purposes identified above. Such third parties include:

- The RFU as the provider of GMS,
- SmartClubSolutions as the provider of membership and EPoS services, and
- GoCardless as the provider of Direct Debit payment services

Medway RFC does not (or currently have plans to) transfer your data outside the European Economic Area (EEA). Should this change in the future:

- Where information is to be transferred outside the European Economic Area (EEA), and where this is to a stakeholder or vendor in a country that is not subject to an adequacy decision by the EU Commission, data is adequately protected by EU Commission approved standard contractual clauses, an appropriate Privacy Shield certification or a vendor's Processor Binding Corporate Rules. A copy of the relevant mechanism can be provided for your review on request.

## What rights do I have?

You have the right to **ask us for a copy** of your personal data; to **correct, delete** or **restrict** (stop any active) processing of your personal data; and to **obtain the personal data you provide to us for a contract or with your consent in a structured, machine readable format**.

In addition, you can **object to the processing** of your personal data in some circumstances (in particular, where we don't have to process the data to meet a contractual or other legal requirement, or where we are using the data for direct marketing).

These **rights may be limited**, for example if fulfilling your request would reveal personal data about another person, or if you ask us to delete information which we are required by law to keep or have compelling legitimate interests in keeping.

You have the same rights for data held by the RFU for its own purposes on GMS.

To exercise any of these rights, you can get in touch with us— or, as appropriate, the RFU or its data protection officer – using the details set out below. If you have unresolved concerns, you have the **right to complain** to the Information Commissioner's Office.

Much of the information listed above must be provided on a mandatory basis so that we can make the appropriate legal checks and register you as required by RFU Rules and Regulations. We will inform you which information is mandatory when it is collected. Some information is optional, particularly information such as your medical information. If this is not provided, we may not be able to provide you with appropriate assistance, services or support.

## How do I get in touch with you or the RFU?

We hope that this policy has satisfied any queries you may have had about the way we process your data.

If you have any concerns about how the RFU process your data, you can get in touch at [legal@rfu.com](mailto:legal@rfu.com) or by writing to The Data Protection Officer, Rugby Football Union, Twickenham Stadium, 200 Whitton Road, Twickenham TW2 7BA.

If you have any concerns about how Medway RFC process your data, you can get in touch by email or letter with the Membership Secretary or Safeguarding Officer as appropriate in the first instance, or with the Data Protection Officer for any other queries:

Role	Email	Address for written correspondence
Membership Secretary	<a href="mailto:membership.secretary@mrfc.net">membership.secretary@mrfc.net</a>	Medway RFC Priestfields Recreation Ground Priestfields Rochester Kent ME1 3AD
Safeguarding Officer	<a href="mailto:mrfcchaplain@icloud.com">mrfcchaplain@icloud.com</a>	
Data Protection Officer	<a href="mailto:pjrann@gmail.com">pjrann@gmail.com</a>	

## How long will you retain my data?

We process the majority of your data for as long as you are an active member, and retain your data including correspondence for up to **6 years from your last interaction with us**.

Where we process personal data in connection with performing a contract or for a competition, we keep that data for **6 years from your last interaction with us**.

We will retain information held to maintain statutory records in line with appropriate statutory requirements or guidance.

The RFU will maintain records of individuals who have registered on GMS, records of DBS checks and the resulting outcomes and other disciplinary matters for such period as is set out in the RFU's privacy notice.

Records of your involvement in a particular match, on team sheets, on results pages or in match reports may be held indefinitely both by us and the RFU in order to maintain a record of the game.

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