Cheshire Cricket Board

PRIVACY NOTICE

JUNIOR PARTICIPANTS & PARENTS

We at the **Cheshire Cricket Board** want to make sure all the personal details we hold about you are safe and secure, so we have put together this note to tell all of our junior participants, *whether you are a player or participant of cricket*, how we make sure we just do that and what to do in case you have any questions for us or want to see what information we have. We are, what is known as, ***a data controller.*** This means we have control over how your details are used and who we pass them to.

Sometime organisations like ours need to appoint an individual called a "**Data Protection Officer**" to make sure that we are being very careful with your information. We don't need to have Data Protection Officer, but we have decided to put together a team of people instead to make sure your details are safe. They can be contacted at the Cheshire Cricket Board office in case you have any questions.

1. **WHAT TYPE OF DETAILS DO WE COLLECT FROM YOU?**

We might collect the following **personal details** about you before, during or after your time as a player/ participant, such as:

- details of how we can contact you, such as your name, email address, where you live and phone number;
- your birthday;
- your gender;
- all records of when you contacted us, or we contacted you on the phone or by email or when you asked us to do something;
- any feedback you give us;
- records that tell us when you were at our events, courses or competitions;
- videos and photos of you;
- details of any application for funding you or your parents/guardians have made on your behalf.

2. **SPECIAL CATEGORIES OF PERSONAL INFORMATION**

We may also hold and use what is called "**special information**" such as your colour, background and which part of the world you or your family members are originally from, whether you have any religious beliefs and any information about your health such as any injuries you have had or times you may not have been very well. In the table below, where we use this **special information** you will see this symbol (*) and we will only use it if we have a good reason to do so such as:

- if it is in the interests of the public and we have a lawful reason to use it;
- we need it to help us with a legal case we are involved in;
- certain laws allow us to use it; or
- you have told us you are happy for us to use it.

In the table below, we refer to these as the "**special reasons**".

3. **WHERE DO WE GET THIS INFORMATION FROM?**

We will normally collect personal information about you when you:

- create a booking on the ECB CVENT site
- you register your interest with the Cheshire Cricket Board for: course information and other events on www.cheshirecricketboard.co.uk,
- you or your parents/guardians make an application for funding on your behalf
- when you want to talk to us on the phone, by e-mail or in some other way.
- when you attend one of the events or courses run by us or one of our partner organisations
- when nominated by a cricket club within the Cheshire area for courses

4. HOW DO WE USE YOUR INFORMATION?

Purpose	Personal information used	Lawful basis
To make sure any contact you have with us runs smoothly and we can provide the very best service for you.	All contact and personal details, any chats we have had.	We need all this information to make sure we do a good job in managing your contact with us.
To send you information we think you might like or which you have asked us to send to you.	All contact details and your like and dislikes	Only where you have told us you want to receive this type of information. If you are under the age of 13 your parent or guardian must have given their consent to allow us to send you marketing messages.
To help you if you have a question or you are not happy with something we have done.	Contact details and any chats we have had.	It is in our interests to make sure we deal with any issues you have quickly.
We will keep all your details on our files.	All your personal details.	It is in our interests to hold your details on file, so we can deal with any issues you have with the service we provide and to make sure we do a good job in managing our service to you. Sometimes we may have to keep your details because the law tells us we must. If we use any '**special information'**, we will only do so based on one of the '**special reasons'** we talked about above.
We occasionally carry out research on what events you have attended to understand what is popular and what you enjoy.	Details of the events and courses you have attended.	It is in our interests to make sure that our events and courses are targeted and relevant for you.
To promote sport and events in the Region.	Any photos or videos of you.	Only where you have told us you are happy to use our photos.
To make sure we are keeping up with health and safety.	Details of the events and workshops you have attended.	It is in our interests to make sure we provide you and others like you with a safe place to play your sport. Sometimes we may have to keep your details because the law tells us we must.
We might use details about your health (including any injuries or disability) to make sure you are well enough to participate in any events we or our partners run	Details about your health.	We will only use this '**special information'**, based on one of the '**special reasons'** we talked about above.
To make sure we are fair offering opportunities to everyone.	Name, your birthday, gender, information which part of the world you or	It is in our interests to make sure we provide you and others like you with the same

	your family are from, details about your health and performance.	opportunity to get into cricket no matter who you are and where you come from If we use any '**special information'**, we will only do so based on one of the '**special reasons'** we talked about above.
To register you on to and keep track of any events you attend.	Contact details and details of the events and courses you have attended.	We need all this information to make sure we do a good job in managing our events and courses, ensuring that they are targeted and relevant for you.
To manage the process of any application for funding you or your parents/guardians have completed	All details provided in your funding application	We need all this information to make sure we do a good job in managing and assessing your application

In some cases, we might need the information you have given us to make sure we can do what we say we are going to do with your details. Other times, we may not need it, but if we don't have it, we may not be able to provide you with the best possible service.

If you have told us we can use your information in a certain way, you can tell us to stop using it at any time, by contacting the Cheshire Cricket Board office.

5. **HOW CAN YOU STOP US FROM MARKETING TO YOU?**

Sometimes we may wish to contact you by email, post or telephone to tell you about things we think you might like. We will only do this if you have told us you are happy to receive these messages and you can tell us to stop at any time. ***Also look out for the link at the bottom of any messages we send you which will also put a stop to any messages.***

6. **WHO ELSE MAY USE YOUR DETAILS?**

We may send your details to others to help us run our organisation. These are:

- **Anyone you have said you are happy for us to send your details to.**
- **To any regional or governing body:** to help us to improve and keep an eye on developments in the sport. Provide you with details on any tickets, special offers, opportunities, products and services and other benefits you get from relevant commercial partners, but only where you have told us you want to and/or to arrange any events you have told us you would like to attend
- **Cheshire Youth Cricket:** to help us to improve communication with you and the Cheshire Youth Cricket management and coaching staff
- **Play Cricket (ECB approved):** to help us to manage performance and match statistics
- **The Cheshire Cricket Trust:** to help us provide you with relevant information and support in cricket
- **The Government or our regulators**: where the law tells us to do so or to help them with any investigations.
- **Police, law enforcement and security services**: to help them with any investigation, prevention of crime or matter of national security.

7. **ARE YOUR DETAILS SAFE?**

We have put in place lots of security measures to make sure your details don't go missing or get used in a way they shouldn't be. We have a great team of people working with us who are trained to know how to use your details securely and will only use your details when and how we tell them to.

Did you know that all 'data controllers' based in the European Union and the UK like us are subject to laws that make sure that your personal details are safe? That is why we don't share your personal details to anyone outside of the UK and the European Union. Sometimes some of your personal details may be transferred to and stored in countries outside of the UK and the European Union, which are not subject to the laws that make sure your details are safe. Where this happens, we will do everything we can to make sure that your details are only used in the way we say they will be and are kept secure. If someone else is

using your details because we have told them to, we will also make sure that we put measures in place with them to protect it

8. **HOW LONG DO WE KEEP PERSONAL INFORMATION?**

We collect personal details from you for different reasons and so we might keep it for different lengths of time. For example, we might have to keep it for a long time for legal reasons, but most of the time, we will keep your details for 2 years after you last get in touch with us or whilst you are involved with the Cheshire Youth Cricket system.

It is important to make sure that the details we hold about you are accurate and up-to-date, so make sure you let us know if anything like your email address or phone number changes. You can normally do this by contacting us at info@cheshirecricketboard.co.uk or 01606-871200

9. **WHAT ARE YOUR RIGHTS?**

Did you know you can ask us to do lots of things with your details?

You can ask us:

- to tell you how your details are being used;
- to provide you with a copy of all details we hold on you;
- to correct some of the details we hold if they are not correct or out of date like your contact details for example;
- to delete all the details, we hold on you (unless we have a good reason not to!);
- to stop using your details in a certain way;
- to send your details to you or another organisation like any club you play at for example; and
- [to stop making decisions about you using automated technologies which analyse your personal details e.g. performance software]

Some of the rights may not always apply to the personal details we hold for you as there are sometimes requirements and exemptions attached which means we need to hold on to certain information and other times the rights may not apply at all.

DON'T FORGET though, if you have told us we can use your information in a certain way and you would like us to stop, you can tell us to stop at any time and you can always tell us to stop sending you marketing messages. More information about these rights can be found online here https://ico.org.uk/for-the-public/. If you have any questions or are unhappy about something, please contact us at the Cheshire Cricket Board

10. **WHAT HAPPENS IF WE NEED TO CHANGE THIS NOTICE?**

Keep an eye out for changes to this notice online. If we make big changes the version date at the bottom of the notice will be updated. Of course, where we are required to do so by law, we will ask for your permission before we change the reason for using your details.

11. **HOW CAN YOU GET IN TOUCH?**

If you have a question or a complaint, you can always get in touch with one of our team at the Cheshire Cricket Board on info@cheshirecricketboard.co.uk or 01606-871200

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