

# Hove Beach Croquet Club

## Privacy and Data Protection Policy

### Definitions

Personal data is information about a person which is identifiable as being about them. It can be stored electronically or on paper and includes images and audio recordings as well as written information.

Data protection is about how we, as an organisation, ensure we protect the rights and privacy of individuals, and comply with the law, when collecting, storing, using, amending, sharing, destroying or deleting personal data.

### Responsibility

Overall and final responsibility for data protection lies with the committee, who are responsible for overseeing activities and ensuring this policy is upheld.

Members are requested to observe the policy and procedures.

### Overall policy statement

Hove Beach Croquet Club needs to keep personal data about its committee, members and contacts in other local organisations in order to carry out group activities.

We will collect, store, use, amend, share, destroy or delete personal data only in ways which protect people's privacy and comply with the General Data Protection Regulation (GDPR) and other relevant legislation.

We will only collect, store and use the minimum amount of data that we need for clear purposes, and will not collect, store or use data we do not need.

### Types of personal data:

- name, email address, mobile number, landline number, postal address and postcode, photographic images.

### We will only collect, store and use personal data for:

- purposes that are in our group's legitimate interests:
  - to maintain a membership list;
  - to communicate and promote HBCC activities via email, text, a mailing list, WhatsApp, HBCC Facebook page and website;
- purposes for which the individual has given explicit consent:
  - HBCC is a member of The Croquet Association (CA) [www.croquet.org.uk](http://www.croquet.org.uk);
  - HBCC members can take advantage of individual membership of The Croquet Association by giving their consent for their contact information to be uploaded to the CA website.

We will provide individuals with details of the data we have about them when requested by the relevant individual.

We will delete data if requested by the relevant individual.

We will endeavour to keep personal data up-to-date and accurate.

We will store personal data securely.

We will keep clear records of the purposes of collecting and holding specific data, to ensure it is only used for these purposes.

We will not share personal data with third parties without the explicit consent of the relevant individual, unless legally required to do so.

We will endeavour not to have data breaches.

In the event of a data breach, we will endeavour to rectify the breach by getting any lost or shared data back.

We will evaluate our processes and understand how to avoid it happening again. Serious data breaches which may risk someone's personal rights or freedoms will be reported to the Information Commissioner's Office within 72 hours, and to the individual concerned.

To uphold this policy, we will maintain a set of data protection procedures for our committee and members to follow.

To request, amend or delete your details at any time please email: [hovebeachcroquetclub@gmail.com](mailto:hovebeachcroquetclub@gmail.com).