CAMBUSDOON SPORTS CLUB
Members and visitors privacy statement
May 2019

Cambusdoon Sports Club (the Club) respects its members' and visitors' personal information. Information requested and held by Cambusdoon Sports Club will be for specific purposes. It will be retained securely, held for only as long as business needs and any applicable legislation require, and only shared, when necessary, with the Club's Committee members, the Club's employees, officers of the member's playing section and the Club's bank. Information may be held electronically, digitally (in the form of CCTV) or on paper.

Paper membership forms are retained for the subscription year and are destroyed at renewal time. Electronic records of non-renewed members are held for the first subscription year after the membership has lapsed and then deleted within 4 weeks after the following subscription year's applicable late application date. This is to enable the encouragement of lapsed members to renew their membership, and to provide anonymised information for management reports.

Once a member's' membership card is activated for use by the member (through the pre-loading of cash onto the card), any information the card provides forms part of the Club's financial records and will therefore be retained for a period of 7 years after the last transaction.

CCTV recording is held for a period of 14 days after which it is recorded over, unless it relates to an ongoing internal or external (i.e. police) investigation. The decision to retain recorded footage is to be taken by the President and Club Secretary. Notices are displayed advising of CCTV cameras in operation on the premises.

Personal Information is held and shared for the following purposes:

- To facilitate the participation in the member's sport(s). This may include the sharing of contact and consent details with coaches and the registration with sporting authorities. Medical information will be held by the respective playing section, which is expected to manage this confidential information in a way which ensures it is secure, yet accessible when needed. Each playing section is required to notify their relevant members (or their responsible adult) of how this will be done.

- To facilitate communication with members. This may include the sending of electronic notices and updates, correspondence by post and direct contact by a member of the Club's Management Committee to progress Committee business.

- To enable the Club and its playing sections to appropriately discharge safeguarding responsibilities. This may include the creation and retention of PVG applications and statements.

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- To facilitate member's use of the Clubhouse and voting rights. This will include the signing in sheet at the Annual General Meeting and the members' listings held behind the bar.

- To facilitate members' benefits. This will include the set up and operation of the Membership Card System.

- To enable the payment of membership and other fees through the banking process. This will include the processing of payment through cards, paying in of cheques, and the setting up of Direct Debit and Standing Order payments.

- To promote the Club's activities and achievements. This would typically be in the media and on social media and may include personal images. The Club has appropriate consent permissions for the use of images (which are retained for the period of applicability) in place.

Exceptionally personal information may be shared to comply with legislative/statutory requests. In such cases the President and Club Secretary will authorise the release of information.

Members' contribution to the Club's and playing section's social media platforms is voluntary. Members join groups, follow pages and participate in the creation of content on the understanding that this content, which may include personal information such as name and personal images, may be reposted/shared.

Queries on the Club's holding and use of personal information should be directed to the Club Secretary by email cambusdoonsecretary@yahoo.co.uk or in writing to Cambusdoon Sports Club, 2 Burns Wicket, Alloway, Ayr, KA7 4NH.

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