



Whinmoor Warriors ARLFC

Privacy Policy

Our privacy policy sets out our commitment to protecting personal data and how we implement that commitment with regards to the collection and use of personal data. **Whinmoor Warriors ARLFC** are committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, **Whinmoor Warriors ARLFC** is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

Purpose of Policy

The purpose of this policy is to enable **Whinmoor Warriors ARLFC** to:

- comply with the law in respect of the data it holds about individuals
- follow good practice
- protect our players, supporters, volunteers, and other individuals
- protect the organisation from the consequences of a breach of its responsibilities.

Personal Data

This policy applies to information relating to identifiable individuals, even where it is technically outside the scope of the Data Protection Act, by virtue of not meeting the strict definition of 'data' in the Act.

What Personal Data we hold on you

You may give us information about you by filling in forms at an event or online, or by corresponding with us by phone, e-mail or other means. This includes information you provide when you register with the Club, or contact us via our website.

The information you give us may include your name, date of birth, address, e-mail address, phone number and gender. We may also ask for relevant health information, dietary requirements etc. and next of kin.

Why we need your Personal Data

The reason we need your data is to be able to administer your membership, and provide the services you are signing up to when you register with the club. Our lawful basis for processing your personal is that we have an obligation to you as a member to provide the services you expect.

Reasons we need to process your data include:

- For membership and club management
- Processing of membership forms and payments;
- Sharing data with committee members to provide information about club activities, membership renewals or invitation to social events;
- Publishing of match and competition results, on websites and social media.
- Publishing of individual awards and achievements, on websites and social media.

On occasion we may collect personal data from non-members (e.g. such as any non-member participant who fills in a form at a taster event) This information will be stored for 4 weeks after an event and then destroyed securely. Our lawful basis for processing data is consent. Therefore, we will also need explicit consent from non-members to process this data, which we will ask for at the point of collecting it.





Whinmoor Warriors ARLFC

The club has the following social media pages e.g. Facebook, WhatsApp, Twitter, Instagram. All members are free to join these pages. If you join one of the Social Media pages, please note that provider of the social media platform(s) have their own privacy policies and that the club do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data on the club social media pages.

Who we share your Personal Data with

The Club does not supply any personal data it holds for this purpose to any other third party. When you become a member of the Club you must also register your player with the RFL in order to participate in the sport. Whilst we do not share your information with the RFL you will, as part of that registration, provide personal data, which we will cross reference with the information we hold to ensure successful registration. The RFL have their own privacy policy and that the club do not accept any responsibility or liability for this policy. Please check this policy before you submit any personal data to the RFL.

Data Protection Principles

The six data protection principles as laid down in the GDPR are followed at all times:

1. Personal data shall be processed fairly, lawfully and in a transparent manner, and processing shall not be lawful unless one of the processing conditions can be met;
2. Personal data shall be collected for specific, explicit, and legitimate purposes, and shall not be further processed in a manner incompatible with those purposes.
3. Personal data shall be adequate, relevant, and limited to what is necessary for the purpose(s) for which it is being processed.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data processed for any purpose(s) shall not be kept for longer than is necessary for that purpose / those purposes.
6. Personal data shall be processed in a manner that ensures appropriate security of the data, including protection against unauthorised or unlawful processing and against accidental loss, destruction, or damage, using appropriate technical or organisational measures.

Whinmoor Warriors ARLFC shall be responsible for, and is committed to complying with the principles as outlined above.

Retention - How long we hold your Personal Data

We will hold your personal data on file for as long as you are a member with us. Data is updated every year on annual consent forms. Any personal data we hold on you will be securely destroyed after two years of inactivity on that member's account. Your data is not processed for any further purposes other than those detailed in this policy.

Your rights regarding your Personal Data

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data. As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us we may not be able to register or administer your membership.





Whinmoor Warriors ARLFC

Whinmoor Warriors ARLFC will regularly review its procedures for ensuring that its records remain accurate and consistent and, in particular:

- Systems will be designed, where possible, to encourage and facilitate the entry of accurate data.
- Data on any individual will be held in as few places as necessary, and all volunteers will be discouraged from establishing unnecessary additional data sets.
- Effective procedures will be in place so that all relevant systems are updated when information about any individual changes.

Policy statement

Whinmoor Warriors ARLFC will:

- Comply with both the law and good practice, meeting our legal obligations as laid down by the Data Protection Act 1998.
- Respect data subjects' rights, ensuring that rights can be appropriately exercised.
- Ensure that data is collected and used fairly and lawfully, processing personal data only in order to meet our operational needs or fulfill legal requirements.
- Be open and honest with individuals whose data is held
- Provide training and support for volunteers who handle personal data, so that they can act confidently and consistently, and ensure that all club officers are made aware of good practice in data protection
- Ensure that everyone handling personal data knows where to find further guidance.

Whinmoor Warriors ARLFC recognises that its first priority under the Data Protection Act is to avoid causing harm to individuals. In the main this means:

- Keeping information secure, providing adequate measures to protect personal data
- Holding good quality information, taking steps to ensure that personal data is up to date and accurate
- Establishing appropriate retention periods for personal data
- Ensuring that queries about data protection, internal and external to the organisation, are dealt with effectively and promptly
- Regularly reviewing data protection procedures and guidelines within the club.

Secondly, the Act aims to ensure that the legitimate concerns of individuals about the ways in which their data may be used are taken into account. In addition to being open and transparent, **Whinmoor Warriors ARLFC** will seek to give individuals as much choice as is possible and reasonable over what data is held and how it is used.

Club Secretary

For and on behalf of the Whinmoor Warriors ARFLC

1 January 2025

