



# *The Hertfordshire Association of Cricket Officials*

*A County Association of the ECB Association of Cricket Officials  
Member of the Hertfordshire County Cricket Association  
President: P. E. Bradshaw, Esq.*

*Hon. Treasurer*

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*Vice-Chairman: M. R. CALLABY*

*Education Officer: N. J. HALL*

*Appointments Officer: J. SWEEDY*

*Hon. Secretary*

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## **Data Privacy Policy**

### **1. About this Policy**

This policy explains when and why we collect personal information about our members and staff, how we use it and how we keep it secure, and the rights of those whose personal data we keep, in relation to that data.

We may collect, use and store personal data as described in this Data Privacy Policy and as described when we collect that data.

We reserve the right to amend this data privacy policy from time to time without prior notice.

We will always comply with the General Data Protection Regulation 2016/679 (GDPR) when dealing with personal data. Further details on GDPR can be found at the website for the Information Commissioner ([www.ico.gov.uk](http://www.ico.gov.uk)). For the purposes of the GDPR we are the “controller” of all the personal data that we hold.

### **2. Who are we?**

We are the Hertfordshire Association of Cricket Officials (HACO) which is the county organisation involved in recruiting, training and promoting cricket officials. We are affiliated to the England and Wales Cricket Board Association of Cricket Officials (ECB ACO).

We can be contacted at 28 Fern Way Watford Herts WD25 0HG or via email to the secretary of HACO at [tim.caldicott@autodesignuk.com](mailto:tim.caldicott@autodesignuk.com).

### **3. What information we collect, and why**

When members join they provide some or all of the following information:

Title, name, postal address, e-mail address, telephone numbers, date of birth

The purpose of the information held is to enable members of HACO (who are not employees) to communicate with members over cricket matters relating to officiating (umpiring and scoring) This includes appointments, observations and assessments, cricket regulations, news, events and other (mainly) cricket related issues which could have an impact on officiating at any level within the game.

In addition – if provided –details are held of next of kin, principally for making contact in the event of an emergency.

### **4. How we protect personal data**

The data is held on a secure online database. This is accessible (via secure login) to all members of the HACO committee but is primarily used by the Secretary and Treasurer to maintain membership and payment records. Bank details are held by the Treasurer for collection of subscriptions, payments of fees etc.

We have implemented generally accepted standards of technology and operational security to protect personal data from loss, misuse or unauthorised alteration or destruction.

We will notify members or staff promptly if there is any breach of their personal data which might expose them to serious risk.

### **5. Who else has access to the information provided to us?**

We will never sell personal data.

We may on occasions pass personal data (normally e-mail or telephone details) to a trusted third party such as a member of a known cricket club or another officiating association.

We may pass personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to our members on our behalf (e.g. to supply equipment or clothing). However, we will disclose only personal data that is necessary for the third party to deliver the service.

### **6. How long do we keep personal information?**

Maintenance of an individual's data is dependent upon their retaining membership of HACO (and having an up to date Disclosure Barring Service certificate) on an annual basis. Should a membership lapse for any reason, limited member details will be retained for audit purposes and for the event of

a lapsed member wishing to re-join. In normal circumstances a lapsed membership (other than name) will be deleted after a maximum of three years.

## **7. Rights of Individuals**

Individuals have rights to:

- a) access their personal data
- b) be provided with information about how their personal data is processed
- c) have their personal data corrected
- d) have their personal data erased in certain circumstances
- e) object to, or restrict how, their personal data is processed
- f) have their personal data transferred to themselves or to another business in certain circumstances.

Individuals have the right to take any complaints about how we process their personal data to the Information Commissioner at:

<https://ico.org.uk/concerns>

0303 123 1113

ICO Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

This policy will be subject to review on a regular basis, normally in the light of current or amended legislation and upon advice received from ECB ACO.

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