



ESSINGTON RUGBY CLUB – PRIVACY POLICY

1. Summary of How We and the RFU Use Your Data

Essington Rugby Club uses your personal data to manage and administer your membership, team operations, and club involvement, and to keep in contact with you for these purposes. Some of this data is shared with the Rugby Football Union (RFU), who use it to regulate, develop, and manage the game nationally.

- Our data processing relies primarily on the **legitimate interests** of running a grassroots rugby club.
- Where we rely on your explicit **consent** (such as direct email marketing or specific safety disclosures), you can withdraw this consent at any time.
- Your data protection rights include the right to object to certain processing activities that we carry out.

2. What Does This Policy Cover?

This policy describes how Essington Rugby Club (“the Club”, “we”, or “us”) will make use of the personal data we handle in relation to our members, players, parents, and volunteers. This includes data processed via paper or electronic membership forms, as well as our administrative use of the Game Management Service (“GMS”) provided by the RFU. It also outlines how the RFU utilizes that data within GMS.

3. What Information Do We Collect?

We collect and process personal data when you join the Club and when you complete our annual membership renewals. The specific data collected on our forms, held securely on GMS, or captured on our premises includes:

- **Name**
- **Date of Birth (DOB):** Essential for age-grade team eligibility and player safety verification.
- **Occupation:** Used by the committee strictly to understand volunteer skills or business networking opportunities within the club.
- **Email Address**
- **Phone Number**
- **Your RFU ID Number:** Automatically assigned to your profile in GMS.
- **Membership Type & Team Affiliation:** (e.g., Senior Player, Junior Player, Touch Member, VP, Social).
- **Match Performance & Discipline Records:** Generated over the season via match sheets, team sheets, and health & safety/injury logs.
- **CCTV Images:** Video footage captured by the club's perimeter and clubhouse security cameras for safety and crime prevention purposes.
- **Veo Camera / Video Footage:** Match and training video recordings captured via the club's Veo automated camera system. This data is processed strictly for tactical analysis, player development, and club promotion via official media channels.

4. How We Use Your Information (Legal Basis for Processing)

We process this personal data for the following specific purposes:

A. To fulfill a contract or manage your registration:

- To process your annual club membership subscription fees.
- To communicate vital club administration details directly to you regarding your membership status.

B. To conduct club business and pursue our Legitimate Interests:

- To manage and administer your day-to-day involvement with our senior, youth, or touch rugby teams.
- To compile match day line-ups, team sheets, fixtures, and historical club performance archives.
- To send you vital operational updates regarding training schedules, pitch alterations, club volunteer cleanup days, and AGM announcements.
- To operate CCTV cameras around the clubhouse and ground to ensure the safety of our members, protect club property, and prevent or detect crime.
- To record matches and training sessions using the Veo camera system for coaching analysis, player feedback, team development, and general club publicity on official social media platforms.

C. Where you give us explicit Consent:

- To send you direct marketing communications regarding club social events, sponsorship announcements, or fundraisers.

5. Data Sharing & Internal Access Permissions

The Club does not sell, rent, or trade your data to third-party commercial entities. Your data is securely shared with our national governing body, the RFU, via the central GMS platform to manage competitive eligibility, regulation, and central player records.

Within Essington Rugby Club, access to your data is strictly regulated on a "need-to-know" basis:

Role / Group	Access Level	Purpose
Club Webmaster & Data Lead / Membership Secretary	Full Database Access	Core administrative control, GMS syncing, and compliance management.
Club First Aid Team & Team Medics	Limited Access (Names, Phone Numbers, DOB,	To ensure immediate emergency contact can be

Role / Group	Access Level	Purpose
	emergency contact information, limited medical information)	made and accurate player identification can be provided to medical services if an injury occurs.
Coaching Staff & Team Managers	Restricted Access (Names, Contact Numbers)	Strictly for match selection, training coordination, and team logistics.

General players and non-administrative members do not have access to your personal data.

6. Your Rights

Under UK GDPR and data protection laws, you possess clear rights over your data:

- **Right of Access:** You can request a copy of all personal data the club holds on you. The club will provide this within 30 days free of charge.
- **Right to Rectification:** You can request that we immediately correct any inaccurate or outdated information.
- **Right to Erasure ("To be Forgotten"):** You can request that the club completely delete your data if you leave the club and have no active disciplinary or financial ties.
- **Right to Restrict or Object:** You can object to us using your data for direct marketing or general club notifications at any time.

To exercise any of these rights, you can contact the data contact listed below or update your personal privacy preferences directly by logging into your personal profile on the RFU GMS portal.

7. Data Retention & Contact Information

- **Membership Data Retention:** We store your personal membership data for as long as you maintain an active membership or volunteer role. If you cease your membership, data is retained securely for a maximum period of **six years** to comply with financial auditing and legal liability requirements.
- **CCTV Retention:** CCTV footage is automatically overwritten on a rolling basis every **30 days**, unless a specific recording is required by law enforcement or an active insurance

claim.

- **Historical Records:** Central match statistics, historic team line-ups, and club honors boards will be kept indefinitely as part of the permanent historical record of the Club.
- **Video Data Retention:** Veo video footage used for coaching analysis is stored on the cloud platform and is typically retained for a rolling period of **two seasons** before being archived or deleted, unless required for long-term club historical records or disciplinary evidence.
- **Club Contact:** For any data protection queries, please contact the Club Webmaster & Data Lead: **Phil Breakwell**.

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