



Oakham Rugby Football Club
President: SK Beanland Esq.
Ground: Showground Way, Oakham
Colours: Black & Amber

Oakham Rugby Football Club Limited Privacy Policy

What does this policy cover?

This policy describes how Oakham Rugby Football Club Limited (“ORFC”) will make use of the data we handle in relation to our members, including our use of the Game Management System (“GMS”) provided by the Rugby Football Union (“RFU”). The policy also describes the RFU’s use of data on GMS.

It also describes your data protection rights, including a right to object to some of the processing which we carry out. More information about your rights, and how to exercise them, is set out in the “What rights do I have?” section.

Summary of how Oakham Rugby Football Club Limited (“we”) and the RFU use your data

ORFC uses your personal data to manage and administer your membership and your involvement with match officiating, and to keep in contact with you for these purposes.

Some data is shared with the RFU, who use your data to regulate, develop and manage the game. Where you work in a particular role within the club, you may be required to undergo a Disclosure & Barring Service check using the RFU’s eDBS system. The result of this check will be input into your Game Management Service (GMS) record.

What information do we collect?

We collect and process personal data from you or your parent when you join the club and when we carry out annual renewals of your membership. This includes: • your name • your gender • your date of birth • your RFU ID (as assigned in GMS) • your home address, email address and phone number • your type of membership, or any key role you may have been allocated, such as Chair, Membership Secretary etc. • your payment and/or bank account details, where you provide these to pay for membership or to receive expenses • your medical conditions or disability, where you provide this to us with your consent (or your parent’s consent) to ensure we are aware of any support we may need to provide to you.

Some information will be generated as part of your involvement with us, in particular, data about your performance, involvement in particular matches in match reports and details of any disciplinary issues or incidents you may be involved in on and off the pitch, such as within health and safety records.

What information do we receive from third parties?

Sometimes, we receive information about you from third parties. For example, if you are a child, we may be given information about you by your parents. We may receive information relating to your existing registrations with clubs or rugby bodies or disciplinary history from the RFU through GMS. Additionally, for certain role holders or those working with children, we may receive information from the Disclosure and Barring Service and RFU on the status of any DBS check you have been required to take.

How do we use this information, and what is the legal basis for this use?

We process this personal data for the following purposes:

To fulfil a contract, or take steps linked to a contract: this is relevant where you make a payment for your membership and any merchandise. This includes: taking payments; communicating with you; providing and arranging the delivery or other provision of products or services.

We will use your information to manage and administer your membership and your involvement with the teams and club, and to keep in contact with you. We will also use data to maintain records of our performances and history, including match reports, score lines and team sheets.

Where you give us consent, we may handle medical or disability information you or your parent provides to us, to ensure we support you appropriately.

For purposes which are required by law we maintain records such as health and safety records and accounting records in order to meet specific legal requirements. We ensure, where you will work with children, that you have undergone an appropriate DBS check – this is also carried out with your consent. We may respond to requests by government or law enforcement authorities conducting an investigation.

We will not sell, distribute or lease your personal information to third parties.

How does the RFU use any of my information?

The RFU provides GMS, but make its own use of the following information: • your name • your gender • your date of birth • your RFU ID (as assigned in GMS) • your home address, email address and phone number • your type of membership and any key role you may have been allocated, such as Chair, Membership Secretary etc.

The RFU uses this information as follows:

As required by the RFU to conduct its business and pursue its legitimate interests, in particular, communicating with you or about you were necessary to administer rugby in England, including responding to any questions you send to the RFU about GMS.

Administering and ensuring the eligibility of match officials and others involved in English rugby – this may involve the receipt of limited amounts of sensitive data in relation to anti-doping matters.

Maintaining records of the game as played in England, in particular, maintaining details of discipline and misconduct.

Monitoring use of GMS, and using this to help it monitor, improve and protect its content and services and investigate any complaints received from you or from others about GMS.

Maintaining statistics and conducting analysis on the make-up of rugby's participants, ensuring compliance with the current RFU Rules and Regulations including those on the affiliation of clubs, referee societies, constituent bodies and other rugby bodies, and registration of players.

Communicating with you to ask for your opinion on RFU initiatives.

For purposes which are required by law, the RFU will ensure, where you will work with children and where this is required, that you have undergone an appropriate DBS check – this is also carried out with your consent. The RFU may respond to requests by government or law enforcement authorities conducting an investigation.

Who will we share this data with, where and when?

Some limited information may be shared with other stakeholders in rugby, such as clubs, constituent bodies, referee societies and league organisers, so that they can maintain appropriate records and assist us in organising matches and administering the game. Personal data may be shared with government authorities and/or law enforcement officials if required for the purposes above, if mandated by law or if required for the legal protection of our or the RFU's legitimate interests in compliance with applicable laws. Personal data will also be shared with third party service providers, who will process it on our behalf for the purposes identified above. Such third parties include the RFU as the provider of GMS and providers of website hosting and cloud storage.

Where information is transferred outside the EEA, and where this is to be a stakeholder or vendor in a country that is not subject to an adequacy decision by the EU Commission, data is adequately protected by EU Commission approved standard contractual clauses, an appropriate Privacy Shield certification or a vendor's Processor Binding Corporate Rules.

What rights do I have?

You have the right to ask us for a copy of your personal data; to correct, delete or restrict (stop any active) processing of your personal data; and to obtain the personal data you provide to us for a contract or with your consent in a structured, machine-readable format. In addition, you can object to the processing of your personal data in some circumstances (in particular, where we don't have to process the data to meet a contractual or other legal requirement, or where we are using the data for direct marketing). These rights may be limited, for example if fulfilling your request would reveal personal data about another person, or if you ask us to delete information which we are required by law to keep or have compelling legitimate interests in keeping.

You have the same rights for data held by the RFU for its own purposes on GMS.

To exercise any of these rights, you can get in touch with us – or, as appropriate, the RFU or its data protection officer – using the details set out below. If you have unresolved concerns, you have the right to complain to the Information Commissioner's Office. Much of the information listed above must be provided on a mandatory basis so that we can make the appropriate legal checks and register you as required by RFU Rules and Regulations.

We will inform you which information is mandatory when it is collected. Some information is optional, particularly information such as your medical information. If this is not provided, we may not be able to provide you with appropriate assistance, services or support.

How do I get in touch with you or the RFU?

We hope that we can satisfy queries you may have about the way we process your data. If you have any concerns about how we process your data, you can get in touch with Jeremy Bryant at safeguardingOfficer@oakhamrfc.com

If you have any concerns about how the RFU process your data, you can get in touch at legal@rfu.com or by writing to The Data Protection Officer, Rugby Football Union, Twickenham Stadium, 200 Whitton Road, Twickenham TW2 7BA.

How long will you retain my data?

We process the majority of your data for as long as you are an active member and for 10 years after this.

Where we process personal data with your consent, we process the data for 10 years unless you ask us to stop, when we will only process the data for a short period after this (to allow us to implement your requests). We also keep a record of the fact that you have asked us not to process your data indefinitely so that we can respect your request in future.

Where we process personal data in connection with performing a contract, we keep the data for 6 years from your last interaction with us.

We will retain information held to maintain statutory records in line with appropriate statutory requirements or guidance.

The RFU will maintain records of individuals who have registered on GMS, records of DBS checks and the resulting outcomes and other disciplinary matters for such period as is set out in the RFU's privacy notice set out on www.englandrugby.com.

Records of your involvement in a particular match may be held indefinitely both by us and the RFU in order to maintain a record of the game.