



Squash Wales

Privacy Notice

SQUASH | SBONCEN
WALES | CYMRU

Squash Wales is committed to processing personal information about its members, partners and stakeholders in ways that comply with its legal and regulatory obligations, and to being clear with members, partners, and stakeholders about what it does with their personal information.

This Policy explains how we use any personal information we may collect about you when you use our websites; or when you use or are a recipient of our services.

This notice applies to you if you are either:

- An individual player/participant of squash who has registered his/her interest in participating in the sport competitively and/or whose details we have collected from one of our affiliated clubs, schools, universities or other third-party referrals;
- An individual player/participant who has registered for membership with Squash Wales.
- A coach / referee who has either registered for membership / training courses / workshops / events and/or to find out more about other services we offer; or
- A fan, participant or supporter of Squash Wales who has either contacted us to purchase any of our online merchandise and/or signed up to receive updates about upcoming events, offers and ways to get involved further with Squash Wales.

References to **we**, **our** or **us** in this privacy notice are to the Squash Wales Association, trading as 'Squash Wales LTD', Company number 5453674, Sport Wales National Centre, Sophia Gardens, Cardiff, CF11 9SW.

We have not appointed a Data Protection Officer to oversee our compliance with data protection laws as we are not required to do so, but our Director of Coaching has overall responsibility for data protection compliance in our organisation.

Contact details are set out in the "**Contacting us**" section at the end of this privacy notice.

PERSONAL INFORMATION WE MAY COLLECT FROM YOU

- personal contact details that allows us to contact you directly such as name, title, email addresses and telephone numbers;
- date of birth;
- gender;
- membership details including start and end date;
- records of your interactions with us such as telephone conversations, emails and other correspondence and your instructions to us;
- any credit/debit card and other payment details you provide so that we can receive payments from you and details of the financial transactions with you;
- use of and movements through our online portal, passwords, personal identification numbers, IP addresses, user names and other IT system identifying information;
- records of your attendance at any events or competitions;
- images in video and/or photographic form and voice recordings; and
- your marketing preferences so that we know whether and how we should contact you.

Players/Participants

If you are a player/participant who has registered his/her interest in participating in the sport competitively, you may also provide us with or we may obtain the following additional **personal information** from you:

- details of any club and/or county membership;
- details of next of kin, family members, coaches and emergency contacts;
- records and assessment of any player rankings, gradings or ratings, competition results, details regarding [events/matches/games] attended and performance (including that generated through player pathway programme);
- any disciplinary and grievance information;
- Identification documents such as passport, utility bills, identity cards etc

Coaches and referees

If you have registered with us to receive more information about any of our courses / workshops / events you may also provide us with or we may obtain the following additional personal information from you:

- any coaching code or official number;
- your current affiliated club or other organisation (if applicable);
- coaching/teaching qualification and/or officiating history and any player rating (if any);
- accreditation/qualification start and end date;
- identification documents such as passport, utility bills, identity cards, etc

SPECIAL CATEGORIES OF PERSONAL INFORMATION

We may also collect, store and use the following “**special categories**” of more sensitive personal information regarding you:

- information about your race or ethnicity, religious beliefs and sexual orientation;
- information about your health, including any medical condition, health and sickness records, medical records and health professional information;

We may not collect all of the above types of special category personal information about you. In relation to the special category personal data that we do process we do so on the basis that

- the processing is necessary for reasons of substantial public interest, on a lawful basis;
 - it is necessary for the establishment, exercise or defence of legal claims;
 - it is necessary for the purposes of carrying out the obligations and exercising our or your rights in the field of employment and social security and social protection law;
- or
- based on your explicit consent.

We may also collect criminal records information from you. For criminal records history, we process it on the basis of legal obligations or based on your explicit consent.

WHERE WE COLLECT YOUR INFORMATION

We collect information in a variety of ways. For example

- through tournament registration form / online entry;
- from correspondence through meetings / telephone conversations / emails / complaints;
- through purchases of any of our services / products.
- Membership registration;
- If you are a player/participant of Squash we also may collect personal information about you from any club, school or other organisation you are affiliated with or from other referrals such as from coaches or clubs;
- Referrals from coaches;

If you are providing us with details of referees, next of kin, beneficiaries, family members and emergency contacts they have a right to know and to be aware of how what personal information we hold about them, how we collect it and how we use and may share that information. Please share this privacy notice with those of them whom you feel are sufficiently mature to understand it. They also have the same rights as set out in the “**Your rights**” section below.

WHO SEES THE INFORMATION WHICH SQUASH WALES HOLDS

We share personal information with the following parties:

- **Internally:** if access to the data is necessary for performance of their roles.
- **Any party approved by you**
- **To any governing bodies and / or regional bodies for the sports covered by our club:** to allow them to properly administer the sports on a local, regional and national level.
- **Other service providers:** for example, payment processors, data analysis, promotional advisors, airline / travel agents / accommodation providers / overseas authorities to obtain international visa requirements.
- **The Government or our regulators:** where we are required to do so by law or to assist with their investigations or initiatives.
- **Police, law enforcement and security services:** to assist with the investigation and prevention of crime and the protection of national security.

We do not sell, trade or rent your personal information to others.

TRANSFER OF PERSONAL INFORMATION OUTSIDE OF THE UK

The personal information we collect may be transferred to and stored in countries outside of the UK and the European Union. Some of these jurisdictions require different levels of protection in respect of personal information and, in certain instances, the laws in those countries may be less protective than the jurisdiction you are typically resident in. We will take all reasonable steps to ensure that your personal information is only used in accordance with this privacy notice and applicable data protection laws and is respected and kept secure and where a third part processes your data on our behalf we will put in place appropriate safeguards as required under data protection laws.

KEEPING YOUR PERSONAL INFORMATION SECURE

Squash Wales is committed to keeping personal information secure to protect it from being inappropriately or accidentally accessed, used, shared, or destroyed, and against it being lost.

HOW LONG WE KEEP PERSONAL INFORMATION

Squash Wales will only retain personal information for as long as it needs it to carry out a particular purpose or meet a particular obligation

YOUR RIGHTS

As a data subject you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

You can request details of personal information Squash Wales holds about you by contacting us. Requests must be made in writing. Proof of identification is required in order to protect your information. We also require sufficient details to be able to locate your information. For example, dates and details of the website, products, or services that you have used. An optional application form may be provided to assist us in locating the information you require.

If you believe that we have not complied with your data protection rights we encourage you to raise your concerns with mike.workman@squash.wales.

If you are unhappy with the way we are using your personal information, you can also complain to the UK Information Commissioner's Office or your local data protection regulator. We are here to help and encourage you to contact us to resolve your complaint first.

MARKETING

From time to time we may contact you by email, post, SMS or telephone with information about products and services we believe you may be interested in. We will not provide information that does not meet your requirements.

You can then let us know at any time that you do not wish to receive marketing messages by emailing us at info@squash.wales.

CHANGES TO THIS NOTICE

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.

CONTACTING US

For requests, complaints or queries relating to the use of your personal information please write to:

Squash Wales
Sport Wales National Centre
Sophia Gardens
Cardiff
CF11 9SW

Email: info@squash.wales

Tel: 03003003121

