

## **Data Protection law**

During interaction with young players, clubs and leagues require to collect and store a variety of personal data about them, including their names and contact details. Any organisation that processes this kind of data is deemed to be a 'data controller' and has legal responsibilities under the Data Protection Act 1998. These responsibilities include the requirement to process people' data fairly, to store it securely, and to use it only for the purpose it was collected.

## **UAJCA Policy**

UAJCA through its regulations requires member clubs to register all junior players with the Association through the League Registered Player [LRP] component of Play-Cricket. The data requirements are for the player name; date of birth, parental email address and a parental phone contact number.

**Purpose of data collection.** There are a number of reasons why this data is required

**The player's name** enables data to be ordered and be sorted by name.

**The date of birth** enables data to be ordered in age-groupings in tune with UAJCA competitions. It facilitates assignment of players to club & representative squads and avoids allocation of players to an inappropriate age-grouping.

**The Email Address** and the Phone contact number are required to

Enable clubs to efficiently communicate with parents when administering club membership regulations, team selection, discipline and social activities

Enable the Association to communicate with parents about nominations for cricket trials or coaching events; invitations to coaching events or Representative matches, complaints or disciplinary matters.

## **Data handling**

The ECB Play-Cricket system requires each club and league/association to have a designated 'Main Administrator', whose name is recorded by ECB. Each member Club and the Association may authorise further assignment of 'Main Administrator' rights in order to spread the administrative load. However UAJCA recommends the number of Main Administrators be limited to no more than 3 per club. UAJCA will approve up to 3 Main Administrators for the Association site.

All Main Administrators must hold current full DBS clearance certificates and notify the UAJCA Child Welfare of Certificate reference numbers and dates approved.

## **Protecting the data**

The ECB Play-Cricket system incorporates a number of safeguards to prevent unauthorised access to the personal elements of the data.

**Username and Password to access club and Association websites** Non-members of club/association websites are prevented by in-built security technology from accessing personal contact data. Non-members may only view lists of playing statistics, ordered by name.

**Site Membership** To gain membership of a **club site**, a prospective member must apply through the 'Sign Up' process provided on each club's Play-Cricket Home Page.

Membership of the **Association site** is only required for people who will have a defined role within the Association. This includes Executive officials and Representative Team Managers.

Membership application is electronically forwarded to the appropriate club Main Administrator, who should be satisfied that approval is appropriate. It is appropriate to approve membership for all club players. Additionally persons taking up administrative functions for the club/association such as Trustee, President, Chairman, Secretary, Treasurer, Child Welfare Officer, Coach, Umpire or Main Administrator may also be approved [some may require CRB clearance]. All approved members may view other member' data unless the second stage filtration 'Hide' function has been applied by the Main Administrator at the request of any or all members.

#### **Main Administrator**

Each Main Administrator is provided with all available roles/rights within the system. These include Fixtures and/or Results administration, both of which may be re-assigned to separately to other approved site members, to enable fixtures and results to be managed.

**League Player Registration** A player application for League [Association] Registration is made by a club Main Administrator through the 'Edit Roles' function of the club member database. The majority of players should be registered as Category One. However UAJCA rules allow players from other leagues to also play for UAJCA clubs as a 'secondary' club. In these cases players should be registered as Category Two. On receipt of the application the Association Main Administrator may approve or reject an application. Where an applicant is already registered and requires a transfer, approval by the Association Main Administrator is communicated to the Club Main Administrator, once eligibility for registration is confirmed. Transfers may be rejected where financial debts or disciplinary issues arise.

**Data retention.** The retention of **Membership** data is controlled in the first instance by each Club Main Administrator. Retention of **Registration** data is a policy issue for each club.

**League Registration** data will be removed by the Association Main Administrator when a player has become ineligible [a] by age or [b] through disciplinary measures.

**Access rights** to personal data within Play-Cricket are shown below:

The principal administrative requirement is to ensure each club membership form [a] clearly explains the purpose for collecting the personal data outlined above and, [b] that the member [or parent] is given the option of allowing the data to be used [or not] in this

manner. The form should indicate acceptance or rejection, and [c] the membership form should be signed and dated.

<b>Play-Cricket Role</b>	<b>Data access and visibility</b>
<b>Association Main Administrator</b>	All data for all Association members and players is accessible
<b>Association site Member</b>	Data for other members is visible unless 'hidden' by option Data for players is not accessible
<b>Club Main Administrator</b>	All data for that club' members and players is accessible
<b>Club site Member</b>	Data for other Members is visible unless 'hidden' by option
<b>Non-member</b>	Only squads and playing statistics ordered by name are visible. Personal contact data is not visible
<b>Member</b>	Club members may be temporary or permanent. Permanent members have applied through play-cricket and supplied their data direct. This status allows only the member to amend/change their personal data. A temporary member is usually added by club administrators. This status allows club/league administrators to amend/change data.

### **League [Association] Administration**

UAJCA requires one Main Administrator to carry out its administration through the Play-Cricket system. Additionally one other UAJCA executive is given access rights in order that emergency situations can be covered.

Informal communications between UAJCA and authorised YCB managers include a player's name only. However where formal nomination for YCB representative trials or teams is required. The player's date of birth and parental contact details [email address and mobile phone number] will be provided, but only following advance email advice to the parent, which will include an option not to provide such data, should the parent wish.

Players may be invited to register for UAJCA-originated coaching activities, which may be managed and operated by commercial coaching companies. In these cases the provision of personal data entirely rests with the player's parent at the time of registration with the Company. UAJCA will provide a check-list of names only so that the Company can ensure only invited players register.

### **Association Contact**

A member may contact the UAJCA data controller as below:

Email: [twthompson@btinternet.com](mailto:twthompson@btinternet.com)

Phone: 01535-642711

<b>Names of data controller</b> <b>Contact details</b>	<b>Upper Airedale Junior Cricket Association</b> <b>Mail:</b> <a href="mailto:twthompson@btinternet.com">twthompson@btinternet.com</a> <b>Phone:</b> 01535-642711 <b>Website:</b> <a href="http://www.ujca.com">www.ujca.com</a>
<b>Categories of personal data to be collected by clubs and shared with UAJCA</b>	Full name Full name of parent/legal guardian if applicable Email address of parent/legal guardian if applicable Date of birth Contact number Gender Club name Date of last entry to the UK (if applicable) Relevant medical issues for the player
<b>Sources of personal data</b>	You For children under 16, the parent/legal guardian registering you to Play-Cricket Your County Cricket Board, Club or League Club and League Play-Cricket administrators
<b>Automated decisions</b> <b>Purposes of processing</b>	None UAJCA will process your personal data for the purposes of: <ul style="list-style-type: none"><li>• Administration and identification purposes</li><li>• Allocation to appropriate age-related groupings</li><li>• To enable communication by the Association</li><li>• To Administer player profiles, fixtures and scoring</li><li>• Development and Improvement monitoring</li><li>• Where under 16, UAJCA will process the personal contact data of your parent / legal guardian for the purposes of Obtaining consent for you to be a Play-Cricket User</li><li>• Selecting and obtaining consent options</li><li>• Yorkshire County Cricket Board Play-Cricket administrators</li><li>• UAJCA Play-Cricket administrators [2]</li><li>• For children under 16, your parent / legal guardian</li></ul>
<b>Who we will disclose your personal data to</b>	
<b>Legal basis for processing your personal data</b>	The legal basis for collection & processing of your personal data is: <ul style="list-style-type: none"><li>• Administration, identification and, parental consent: for cricketing authorities.</li></ul>
<b>Your right to withdraw consent</b>	You have the right to withdraw that consent at any time. If you do, it will not affect lawfulness of processing for which prior consent had been given.
<b>Location of your personal data</b>	We will keep your personal data within the European Economic Area
<b>How long we will keep your personal data for</b>	Your personal data will be retained on the ECB Play-Cricket system for 2 years following your last interaction with us. However, your match statistics and playing records will be kept indefinitely as part of ECB's record of the game.
<b>Your rights in respect of your personal data</b>	You have the right of access to your personal data and to require us to restrict, erase or rectify it or to object to our processing it, and the right of data portability.
<b>Complaints</b>	If you have any concerns or complaints about how we are handling your data please do not hesitate to get in touch by emailing us at <a href="mailto:twthompson@btinternet.com">twthompson@btinternet.com</a> or by calling 01535-642711. You can also contact the Information Commissioner's Office.