**Privacy Statement**

The main data we collect comes from the membership form you complete. This data is entered onto our website by the Membership Secretary. You can access the website to amend this data as necessary.

Your contact information is never shown to the general public - public visitors to the website will only be able to see your name and any information you may have entered in the “details” field. You should not enter private information in this field.

Members logging onto the website can access other adult members’ contact details. You can choose to hide your contact details if you wish.

Harpenden Cricket Club provides access to a limited number of people either to carry out the tasks outlined below, or to administer the website. These people will have visibility of all the information held in the website database. They comprise members of the Harpenden CC Executive Committee, website administrators, captains and team managers. Access rights are reviewed on a regular basis.

The information held is used to communicate with you as follows:

• To advise you of your selection to play for the Club

• To send emails inviting you to participate in events organised by the Club

• To keep you informed of Club developments

• To maintain statistics relating to the playing of cricket, including personal averages.

• To send you details about Club sponsors and special offers available to you as a Club member

Any communication from Harpenden CC will be generated from the website, ensuring the data is up-to-date. However, note that email addresses and phone numbers may also be held by team managers or captains to enable them to communicate with players in their teams.

**NB**: We will never pass your data over to a third-party, unless a) we are legally required to do so, or b) the information is required to enable you to play in a particular competition.

The website is provided by Hitssports Ltd, 23 Church Street, Rickmansworth, WD3 1DE. They are the designers, owners and hosts of the website.

**Gift Aid**

Gift Aid forms are held by the Membership Secretary. This data is entered onto a spreadsheet to facilitate the claims, submitted to HMRC through their portal. The Club Secretary is the only person authorised by HMRC to make these claims and, as such, is the only person holding this data.

**Payment Sense**

Payment Sense holds data on each card transaction made with the Club. Only the Treasurer has access to this data, which in any event is de-personalised and does not show full card numbers. The data is used to help reconcile the accounts.

**Who to Contact**

If you have any questions related to your data, please contact the Membership Secretary, Mark Fordham, at markfordham165@gmail.com.