

# WESTFIELD & DISTRICT CRICKET & SPORTS CLUB

Private Ground: GREENMEADS, WESTFIELD, WOKING, SURREY, GU22 9QJ

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Founded 1875

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## DATA PROTECTION POLICY

As a result of the operation of Westfield and District Cricket and Sports Club we may obtain certain personal information about you and this Privacy Policy sets out the principles governing our processing and use of that information.

By providing information about yourself to Westfield and District Cricket and Sports Club you agree to our processing, storing and using that information in accordance with the principles set out in this Privacy Policy.

We limit the collection and use of your personal information. We only collect such information as is required for administration and contact purposes, to inform you about the membership, meetings, social events and notifying players of sport of external/internal competitions/matches and their selection to play.

We will take all reasonable steps to safeguard the security and confidentiality of any information you provide to us. We cannot however guarantee the security of any information you disclose. You accept the inherent security implications of providing information and will not hold us responsible for any breach of security or disclosure of information unless we have been proved to be negligent.

We will not reveal any of your information to any external organisation unless we have previously informed you that this will happen through disclosures or agreement, and we have your authority to do so. We can also disclose your information to authorised parties if we are required to by law. You agree that we may disclose any information requested or required relating to you, or if relevant, any of your clients to any regulatory authority to which we are subject or to any person in power to require such information by or under any legal enactment or where a third party has provided to our reasonable satisfaction written confirmation that it genuinely and reasonably believes you have been defamatory or otherwise unlawful and further that the disclosure of your data is necessary:

- a) For the purpose of, or in connection with, any legal proceedings (including prospective legal proceedings)
- b) For the purpose of obtaining legal advice, or is otherwise necessary for the purposes of establishing, exercising or defending legal rights.

We will always maintain control over the confidentiality of your personal information. If at any point you want to change your preferences or need to review and update your personal details you should write or email to The Membership Secretary at the club.

You have a right of access under the Data Protection Act to information we hold about you on our records.

John Osgood  
Honorary Secretary  
Dated 18<sup>th</sup> March 2018