



Cricket Scotland Match Officials Association (CSMOA) - Privacy Policy

This Privacy Policy is a general document that applies to all data related activities undertaken by the Cricket Scotland Match Officials Association (CSMOA). It explains how CSMOA the uses and protects your personal data, as well as your rights in respect of it, how to exercise your rights and how to contact us.

Information about other people

If you provide information to us about any person other than yourself (such as someone you are making a booking for, an emergency contact, a professional representative, or a colleague), you must ensure that they understand how their information will be used and that you are authorised to disclose it to us (and to consent to its use on their behalf) before doing so.

Detailed information about the personal data we obtain, where we get it from, why we use it and who we may share it with, the legal basis on which we use it, where personal data will be held and details of how long we will keep it for are set out in the relevant **Privacy Notice** that we can provide when we obtain personal data.

Website users

If you are merely browsing our website and not providing any other personal data to us, instead of a Privacy Notice, all of the relevant privacy information is in this Privacy Policy.

About us

CSMOA is the national body for cricket officiating in Scotland. We aim to improve the standard of umpiring and scoring, as well as represent the interests of our members and our part in the game of cricket with all relevant bodies.

Our relationship with you

CSMOA operates in many capacities, for example:

- as a website operator
- as a supplier of services to other cricket organisations such as local cricket clubs or cricket leagues
- as a provider of resources and training for cricket officials
- as a provider of support for cricket officials

You may be known to us in a number of ways. In this Privacy Policy, all of the ways we know you are grouped together and referred to as 'Our Relationship'.

Data protection compliance

Unless we say otherwise in our Privacy Notice (in most cases, this will be the privacy notice you have been reading and which provided a link to this Privacy Policy - we call this the '*Relevant CSMOA Privacy Notice*'), CSMOA is the data controller in respect of all personal data we obtain whether that is on our CSMOA website or as a result of *Our Relationship* with you. This means that we are responsible for ensuring that we do so in full compliance with data protection and all other related privacy laws.

It is important that you understand and are comfortable with all privacy terms before using our website, and/or becoming involved with CSMOA and we encourage you to take time to read them.

Links to other websites

Please note, the CSMOA website and any of our other services may contain links to other websites (such as those of similar cricketing bodies) that are not controlled by us, or our service providers. These links are provided for your convenience.

We (CSMOA) are only responsible for our own privacy practices and security of our systems and websites. We recommend that you check the privacy and security policies and procedures of each and every other website that you visit.

The information we collect and its sources

The information we obtain about you and its sources will depend on the nature of Our Relationship. Specific detail will be in a *Relevant CSMOA Privacy Notice*.

For administration purposes we annually collect & update our members details, this information may include:

- date of birth, gender, nationality, and ethnicity (in each case, where relevant);
- details of any next of kin, family members and emergency contacts (in each case, where relevant);
- information about other cricket organisations you have a relationship with such as, cricket clubs or cricket leagues;
- information about your eligibility (e.g. qualifications, age/DOB)
- supporting information that is relevant to *Our Relationship* such as photographs for marketing (website/social media), clothing sizes for kit where we are supplying this, dietary requirements where you or someone else you are providing details for are attending an event or meeting where refreshments are being provided, allergy information or treatment that may need to be given;
- audio-visual materials such as photographs and video recordings;
- accreditations, qualifications, and training;
- match and playing statistics;
- general feedback;
- survey responses;
- records of your interactions with us such as emails and other correspondence;
- details of any 'consents' you have given.

Some of this information will be obtained before any decisions about whether to enter into an arrangement with you is made and is needed to enable decisions to be made.

Where we obtain information

We obtain information from a wide variety of sources depending on the nature of *Our Relationship* or proposed relationship.

Specific detail will be in the *Relevant CSMOA Privacy Notice* but to give you a general idea, we may obtain information:

- directly from you (or from someone who is requesting goods or services for you or is providing references or other supporting information to support *Our Relationship*);
- from other information we already hold as a result of *Our Relationship*;
- from any device you use to communicate with us such as when accessing CSMOA website, from emails and written and verbal communications including social media interactions;
- from records of the goods and services provided to you;
- from talent scouts and scouting data providers, the media, coaches, umpires, and other match officials;
- from third party data providers;
- from agents, representatives, and family members.

We may supplement the information that you provide with other information that we obtain from our dealings with you (such as events you or someone you book for have attended, your roles and achievements in cricket) or which we receive from other organisations, such as other cricket organisations.

How we will use your information and the legal basis for doing so:

All personal data that we obtain about you and/or any other person whose details you provide will be recorded, used, and protected by us in accordance with current data protection legislation, any applicable terms of use, the *Relevant CSMOA Privacy Notice* and this Privacy Policy and any consents or other arrangements agreed with you (or those other persons) or on your / their behalf.

Typically we use personal data for:

- administration - for registration and general administration (including verification and security checking), creating and administering login credentials and access controls for online services and dealing with any payments;

- delivery - to provide the goods and services you request from us (including helping you with any specific needs you or others in your group may have);
- communication - to communicate with you;
- compliance - to comply with our legal responsibilities;
- safety and safeguarding - to ensure a safe environment to work in and for the enjoyment of cricket events and activities;
- records - for record-keeping purposes;
- market research - to carry out market research so that we can improve our offerings;
- service development - for research purposes and to enable us to understand requirements and develop cricket-related services;
- social inclusion - to keep under review equal opportunities within cricket and/or ethnicity information to enable us to monitor and ensure compliance with anti-discrimination policies and/or to comply with our obligations to other sport administration bodies.

Consent and lawful processing of personal data

The legal basis for the collection and processing of your personal data depends on the type of information, the purpose for which we use it and the nature of Our Relationship. There are a large number of legal bases for our use of personal data such as to enable us to comply with our legal responsibilities (for example a contract we have with you or which the law imposes on us) or that the processing is in our legitimate interests (for example to uphold standards and ensure the reputation of and opportunities in cricket are enhanced) or for establishing and dealing with any legal claims. Apart from direct marketing, social inclusion or dealing with medical needs, we rarely rely on consent.

A comprehensive explanation is set out in the *Relevant CSMOA Privacy Notice*.

Disclosing your information

In order to provide our products and services, to act as the national body for cricket officiating and to operate our organisation, we need to share relevant information with certain other organisations.

The Relevant CSMOA Privacy Notice has specific details.

We may, occasionally, appoint other organisations to carry out some of the processing activities on our behalf. These may include, for example, technology hosts, printing companies and mailing houses. In these circumstances, we will ensure that personal data is properly protected and

that it is only used in accordance with the *Relevant CSMOA Privacy Notice* and our Privacy Policy.

Cricket organisations

As the national body for cricket officiating in Scotland, CSMOA has relationships with other cricket related organisations such as Cricket Scotland, the various league administrations (e.g. NoSCA, ESCA, WDCU, SPCU), as well as other cricket organisations related to playing and/or officiating (each a **Cricket Organisation**) and some of the goods and services available on or through the CSMOA website are provided by those Cricket Organisations. Each Cricket Organisation has its own privacy practices and you should check that you are satisfied with them before you provide any personal data to them.

Please note, each cricket organisation has its own privacy practices and we are only responsible for our own privacy practices and the security of our systems. We recommend that you check the privacy and security policies and procedures of each cricket organisation before you provide any personal data to them.

Security

We take the security of personal data seriously. We safeguard information and have procedures in place to ensure that our paper and computer systems and databases are protected against unauthorised disclosure, use, loss and damage and have protocols in place to deal with a data breach in the unlikely event one should occur.

We would only use third party service providers where we are satisfied that they provide adequate security for your personal data.

Data retention

The duration for which we keep your personal data depends on the type of information and the purpose for which we use it as well as the nature of Our Relationship. A detailed explanation is set out in the *Relevant CSMOA Privacy Notice*.

Use of your information outside of the United Kingdom

Unless we say otherwise in the *Relevant CSMOA Privacy Notice* you are given, we do not transfer personal data outside of the United Kingdom (or the European Economic Area).

Changes to this Privacy Policy

Privacy laws and practice are constantly developing, and we aim to meet high standards. Our policies and procedures are, therefore, under continual review. We may, from time to time, update our security and privacy policies. If we want to make any significant changes to the way in which we will use your personal data we will contact you directly and, if required, seek your consent.

We will ensure that the CSMOA website (www.csmoa.org.uk/privacy) has our most up to date Privacy Policy and suggest that you visit our privacy pages periodically to review our latest version.

Updating and correcting information

You may update or correct your personal data online in relevant membership areas or by contacting us in writing or by email (see the section 'How to contact us' below). Please include your name, address and/or email address when you contact us as this helps us to ensure that we accept amendments only from the correct person. We encourage you to promptly update your personal data if it changes.

If you are providing updates or corrections about another person, we may require you to provide us with proof that you are authorised to provide that information to us.

Your rights

You have a number of legal rights in respect of your personal data.

Please note, some of the legal rights shown below are subject to exceptions which means that we may be entitled, or required, to refuse to comply with a request.

Your rights include:

- **Right of access.**
The right to receive a copy of the personal data that we hold about you. The same right applies to any other person whose personal data you provide to us. We will require proof of identity and proof of authority if the request comes from someone other than the person whose data we are asked to provide. This will ensure we only provide information to the correct person.
- **Right to withdraw consent to direct marketing.**
You can exercise this right at any time and can update your preferences yourself or ask us to do it for you. See section 'Updating and correcting information' above for details.
- **Right to withdraw consent to other processing.**
Where the only legal basis for our processing your personal data is that we have your consent to do so, you may withdraw your consent to that processing at any time and we will have to stop processing your personal data. Please note, this will only affect a new activity and does not mean that processing carried out before you withdrew your consent is unlawful.
- **Right to rectification.**
If you consider any of your personal data is inaccurate, you can correct it yourself or ask us to do it for you (see section 'Updating and correcting information' above for details).
- **Right of restriction.**
In limited circumstances you may be able to require us to restrict our processing of your personal data. For example, if you consider what we hold is inaccurate and we disagree, the processing may be restricted until the accuracy has been verified.

- **Right of erasure.**
In some circumstances, for example, where we have no legal basis for retaining your personal data, you may be entitled to require us to delete your personal data.
- **Right to object.**
Where our processing is based on it being in our legitimate interests, your rights and freedoms, based on your particular situation, may enable you to object to our processing.
- **Right of portability.**
Where you have provided personal data to us electronically, you may be entitled to require us to provide that data to you electronically or to transmit it to another organisation.
- **Right to complain.**
If you have any concerns or complaints about how we are handling your personal data, we would prefer you to get in touch with us directly so that we can try to resolve the (see 'How to contact us' below). You can also contact the Information Commissioner's Office at www.ico.org.uk.

How to contact us

The quickest and easiest way to contact us regarding anything to do with your data and our obligations under data protection and all other related privacy laws is through our Secretary - secretary@csmoa.org.uk. This will then be handled directly by our Data Protection Officer.