**GUIDANCE NOTES**

**This note is to assist you when amending this membership form for your Club.**

The General Data Protection Regulation requires you to only collect data that you need, therefore you should review your form and the data fields and decide if it is absolutely necessary to collect the information.

The membership form must be given to the individual intending to join your Club accompanied with the privacy notice. It is important to ensure that the privacy notice is clear and easy to understand. The purpose of the privacy notice is to explain to the individual how you will use their personal data. It is therefore important that the privacy notice reflects the data that you collect in the membership form.

Whilst this is specifically for Club members, the same principles will apply to forms and privacy notices required by Leagues, Boards and Associations. If you undertake other activities, you may need to add these additional activities to the privacy notice. Please remember that the privacy notice should be made available at the point of data collection.

If you use the Play-Cricket database as a source to obtain personal data, you will need to include this into your privacy notice. The privacy notice includes some guidance notes to assist you, (please delete once you have understood and edited).

**If you wish to use this form template, please delete these guidance notes once you have edited the form in line with your club’s needs ready to be used to sign up members to your Club.**

**CLUB SENIOR MEMBERSHIP APPLICATION FORM 2018**

(for players over the age of 18)

This form is designed to be completed by a player over the age of 18.

Once completed, the form should be returned to [XXXX] at the club

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| **SECTION 1: PERSONAL DETAILS OF PLAYER**  |
| Name  | Age/ Date of birth  |
| Home address  | Post code  |
|  |  |  |
|  |
| **SECTION 2: EMERGENCY CONTACT DETAILS** As the person completing this form, you must ensure each person whose information you include in this form knows what will happen to their information and how it may be disclosed. |
| Name of an adult who can be contacted in an emergency  | Phone number of named adult  | Relationship which this person has with you  |
|  |  |  |
| **SECTION 3: SPORTING EXPERIENCE INFORMATION**  |  |
| Have you played cricket before: Yes No   |  |
| If yes, where has this been played?  Club School Local authority coaching session(s) University     Other (please specify)   |  |
|  |  |  |
| **SECTION 4: DISABILITY** **We will use this information for statistical purposes as well as to establish if there are any additional needs / support / adjustments that you may require, please discuss this with us.** |
| The Equality Act 2010 defines a disabled person as anyone with ‘a physical or mental impairment, which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities’. |
| Do you have any physical or mental health conditions or illnesses that have lasted or are expected to last 12 months or more? Yes No   |
| Does this disability or illness affect you in any of the following areas? Vision impairment   Hearing impairment  Mobility impairment   Dexterity impairment   Learning impairment   Memory impairment  Mental Health impairment   Stamina, Breathing or Fatigue impairment   Developmental impairment   Has other type of impairment, please provide more details:  |
|  |
| **SECTION 5: MEDICAL INFORMATION**  |
| Please detail below any important medical information that our club volunteers need to know and which would be affected by your participation in cricket activities. Such as: allergies; medical conditions (for example- epilepsy, asthma, and so on); current medication; special dietary requirements, any additional needs, and/or any injuries. Please indicate if you would like to discuss this privately with us. |
|  |
| Name of doctor/surgery name |
| Doctor’s telephone number |
| Medical consent: I consent to my medical details to be shared with coaches/leaders for the purposes of the delivery of my safe participation in the cricket club activity.  Not providing consent will not affect your membership to the Club, however giving us consent to share this information will help club volunteers to know how to respond effectively in the case of any medical emergency.   |

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| **SECTION 6: PLAYER PARTICIPATION AGREEMENT:**  |
| I agree to taking part in the activities of the club. I confirm I have read, or have been made aware of, the clubs policies concerning:  Changing / showering Anti bullying and the code of conduct   Transporting children    Photography / video Social media, text and email    I understand and agree to the responsibilities which I have regarding these policies |
|  |
| **SECTION 7: CLUB PHOTOGRAPHY/VIDEO CONSENT**  |
|   I consent to the club photographing or videoing my involvement in cricket in line with the club photography/video policy. If you do not wish to give consent for this please contact us to discuss how we can manage any potential photography. Not giving consent will not affect your membership of the club.  |

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| **SECTION 8: PRIVACY STATEMENT:**  |
| [CLUB] take the protection of the data that we hold about you as a member seriously and will ensure that the data you provide is processed in accordance with data protection legislation.Please read the full privacy notice below carefully to see how the Club will treat the personal information that you provide to us. |
| **PLAYER AGREEMENT**  |
| By returning this completed form, I confirm that I have read and understood the permission statements on this membership form and the privacy notice below. Date: Signature:  |

**Club** Membership Form **(Senior)** 2018

**Privacy Notice**

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Under new laws coming into effect in May 2018, we need to provide you with certain details concerning how your personal data will be used and protected.

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| [CLUB] take the protection of the data we hold about you as a member seriously and are committed to respecting your privacy. This notice is to explain how we may use personal information we collect and how we comply with the law on data protection, what your rights are. |

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| --- | --- |
| **Names of data controller****[Change this to the name of your organisation]** | **CLUB name** |
| **Categories of personal data we collect****[Amend the following to reflect what you will collect in the membership form]** | * Name and date of birth
* Contact details
* Medical/specific requirements information
* Disability information
* Emergency contact details
* Sporting experience information
* Video/Photography agreement
* Participation agreement
 |
| **Our sources of the personal data** **[Club to amend to add anybody else you may obtain personal data from]** | We obtain personal data from: * The individual registering to join the club
* Club coaches and junior co-ordinator
* Medical practitioners
* Play-Cricket database
 |
| **Automated decisions we may take** | None |
| **Purposes for which we process personal data**  **[Club to amend to add any additional purposes’. If you use data for direct marketing, you need to state this and ask for additional consent]**  | The club will process the personal data for:* Administering bookings and attendance at sessions
* Dealing with medical needs/specific requirements
* Supporting the delivery of cricket sessions
* For training and competition entry
* Reporting of participation and any incidents and of figures and trends (including equality and inclusion information)
* For quality and improvement monitoring
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| **Who we will disclose your personal data to** **[Club to amend to add any additional discloses]** | * Leagues
* The ECB
* Coaches and other volunteers for administrating training sessions
* The County Cricket Board that supports the local Cricket Club whose programmes you have registered for
* Volunteers who work at cricket clubs/venues to support the delivery of sessions.
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| **Legal basis for processing your personal data** | The legal basis for the collection and processing of your personal data is:* **for administration and programme delivery:** that it is necessary to fulfil the contract that you are going to enter into or have entered into with us
* **for dealing with medical needs:** that you have given your explicit consent or in your vital interests.
* **in all other cases:** that it is necessary for our legitimate interests which are to build a programme to encourage participation in cricket and does not prejudice or harm your rights and freedoms.
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| **Your right to withdraw consent** | Where you have given your consent to any processing of personal data, you have the right to withdraw that consent at any time. If you do, it will not affect the lawfulness of any processing for which we had consent prior to your withdrawing it. |
| **Location of your personal data** | The Club will keep your personal data within the European Economic Area.  |
| **How long we will keep your personal data for**  | We will not retain your personal data for longer than is reasonable and necessary for the purposes for which it was collected. We shall retain your personal data for such time as you are registered with **XXX** as a member. X years after you cease to be a member of XXX or play an active part in XXX, we shall delete your data. |
| **Your rights in respect of your personal data** | You have the right of access to your personal data and, in some cases, to require us to restrict, erase or rectify it or to object to our processing it, and the right of data portability.  |
| **Our contact details****[Insert the contact details of your organisation or preferably someone who is responsible for data protection in your organisation]** | **mail.** XXXXX**email. xxxx**@club.co.uk**phone.** xxxxxxxxxxxxxx**website.** xxxxxxxxxxxxxx  |
| **Complaints** | If you have any concerns or complaints about how we are handling your data please do not hesitate to get in touch with the named person at the club. You can also contact the Information Commissioner’s Office. |