

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. **For example:** Where you are collecting the contact details of a parent/legal guardian it would not be necessary to include a field which collects their work phone number or work address.

The membership form must be given to the parent/legal guardian of the child intending to sign up to 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 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 JUNIOR MEMBERSHIP APPLICATION FORM 2018

(for players under the age of 18)

This form is designed to be completed by the parent, or legal guardian of any player under the age of 18.

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

SECTION 1: PERSONAL DETAILS OF YOUNG PLAYER	
Name	Age / Date of birth
Home address	Post code

SECTION 2: PERSONAL DETAILS FOR PARENT/LEGAL GUARDIANS OF YOUNG PLAYER		
Name	Home address (if different)	Post code (if different)
Email address:		

Home telephone number for parent/legal guardian:

Mobile telephone number for parent/legal guardian:

SECTION 3: EMERGENCY CONTACT DETAILS

Can we use the above details as a contact in an emergency? If not please provide the contact details of an alternative adult below.

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 alternative adult who can be contacted in an emergency	Phone number for alternative named adult	Relationship which this person has to the child (for example, aunt, neighbour, family friend and so on)
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SECTION 4: SPORTING EXPERIENCE INFORMATION

Has your child played cricket before: Yes No

If yes, where has this been played?

- | | |
|---|--|
| <input type="checkbox"/> Primary school | <input type="checkbox"/> Club |
| <input type="checkbox"/> Secondary school | <input type="checkbox"/> County |
| <input type="checkbox"/> Special educational needs school | <input type="checkbox"/> Local authority coaching session(s) |
| <input type="checkbox"/> Other (please specify): | |

SECTION 5: DISABILITY

We will use this information for statistical purposes as well as to establish if there are any additional needs / support / adjustments that your child 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 6: MEDICAL INFORMATION

Please detail below any important medical information that our coaches/junior co-ordinator need to know and which would be affected by your child's 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 child's 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.

SECTION 7: PARENT/LEGAL GUARDIAN PARTICIPATION AGREEMENT :

I agree to the child named above taking part in the activities of the club.

I confirm I have read, or have been made aware of, the clubs policies concerning:

- | | |
|--|--|
| <input type="checkbox"/> Changing / showering | <input type="checkbox"/> Missing children |
| <input type="checkbox"/> Transporting children | <input type="checkbox"/> Playing in open age (senior) matches |
| <input type="checkbox"/> Photography / video | <input type="checkbox"/> Anti bullying and the code of conduct |
| <input type="checkbox"/> Managing children | <input type="checkbox"/> Social media, text and email |

I understand and agree to the responsibilities which I and my child have regarding these policies

I also confirm I have been given comprehensive details of the home and away fixtures in which my child may participate

SECTION 8: CLUB PHOTOGRAPHY/VIDEO CONSENT

I consent to the club photographing or videoing (name of child) 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 child's membership of the club.

SECTION 9: 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.

PARENT/GUARDIAN AGREEMENT

By returning this completed form, I confirm that I have legal responsibility of (name of child) and that I have read and understood the permission statements on this membership form and the privacy notice below.

Date :

Signature:

Club Membership Form (Junior) 2018

Privacy Notice

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.

[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.

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]	<ul style="list-style-type: none">• 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: <ul style="list-style-type: none">• The parent/legal guardian registering a child to join the club• Club coaches and junior co-ordinator• Medical practitioners• Play cricket database
Automated decisions we may take	None

<p>Purposes for which we process personal data</p> <p>[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]</p>	<p>The club will process the personal data for:</p> <ul style="list-style-type: none"> • 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 •
<p>Who we will disclose your personal data to</p> <p>[Club to amend to add any additional discloses]</p>	<ul style="list-style-type: none"> • Leagues • The ECB • Coaches and junior co-ordinators for administrating training sessions • Volunteers who work at cricket clubs/venues to support the delivery of sessions. • The County Cricket Board that supports the local Cricket Club whose programmes you have registered for
<p>Legal basis for processing your personal data</p>	<p>The legal basis for the collection and processing of your personal data is:</p> <ul style="list-style-type: none"> • 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 the child's 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 rights and freedoms of parents / guardians or the children that join the programme.
<p>Your right to withdraw consent</p>	<p>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.</p>
<p>Location of your personal data</p>	<p>The Club will keep your personal data within the European Economic Area.</p>
<p>How long we will keep your personal data for</p>	<p>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.</p> <p>X years after you cease to be a member of XXX or play an active part in XXX, we shall delete your data.</p>
<p>Your rights in respect of your personal data</p>	<p>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.</p>
<p>Our contact details</p> <p>[Insert the contact details of your organisation or preferably someone who</p>	<p>mail. XXXXX</p> <p>email. xxxx@club.co.uk</p>

is responsible for data protection in your organisation]

phone. XXXXXXXXXXXXXXXX
website. XXXXXXXXXXXXXXXX

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.