

## **Hampshire Rugby Referees Ltd (HRR) Privacy and Consent Notice**

This privacy policy relates to Hampshire Rugby Referees Ltd (HRR). It explains how we use any personal information we collect from you, when you take up membership of the organisation. The Lawful basis we will use for processing your data is "legitimate interest".

### **What Information do we collect from you and how do we use the data?**

Contact Information (This applies to all individuals who join the organisation)

1. Name
2. Address
3. Telephone number(s)
4. Email address
5. Photos of members

Bank account details

1. Bank account name
2. Sort code
3. Account number

Other data

1. Fitness information, based on achieved "yo-yo" level.
2. Copy of "pass" certificate from rugby law exam
3. Training attendance

### **We use this data to:**

Contact:

- Create you with an account on our appointment system "Who's the Ref" (WtR). Your email address will be used as your unique "user id"
- Email you appointment details
- Email you any other information relevant to running the organisation
- To assist in checking mileage expense claims. Eg distance from home to appointed clubs
- We post your name and contact telephone number onto our website, under appointments. This allows clubs to find your details and confirm games, or contact you in the case of changes or cancellations
- Your name and telephone number will be emailed to other referee organisations, if you are sent on an exchange appointment.
- We add your name to any match observer reports that are created as a result a game you ref being observed
- For match observers/advisors/coaches we collect feedback forms from referees in relation to a game watched.
- Photos are for easy identification of members when meeting other members.

Bank:

- Process the collection of annual subs
- Pay expenses back to you for costs incurred

Other:

- To make sure you can be appointed to levels of game that match your fitness
- To ensure that your law knowledge is suitably up to date
- To keep a record of who has attended HRR training sessions.

There are some roles within the organisation, predominantly within the Executive Committee, where additional data will be collected. Explanation for the data collected and the uses of it, will be provided to individuals, as and when it is requested.

### **Who do we share data with?**

The only other organisation we share data with is the provider of our appointing system WtR. whilst they do not carry out any day to day processing of HRR data, they do have visibility of it on an ad-hoc basis, to assist with system trouble-shooting and providing reports, or trend analysis.

All personal data is stored within the UK

### **Access to your data and correction**

All your personal data is stored on, and where used elsewhere, derived from WtR. You have full access to maintain your data and it is your responsibility to ensure it is correct and up to date.

You have the right to request a copy of the information that we hold about you. If you would like a copy please email the HRR secretary with a request, including the data you would like to receive.

### **When we have finished with your data.**

If you leave the organisation, we will archive your record and no longer process your data. We will carry out this task once a year, between the end of one season and the start of the next. WtR does not have the technical capability to fully delete your data, but archiving puts it beyond normal usage.

Should you wish us to archive your data outside of the normal window, you can request this by emailing the HRR secretary. Unless a legal reason prevents us from doing so, we will act upon your request in a timely manner. However, should you request that your data is deleted, we will no longer be able to process your data and appoint you to games.

### **How to contact us or the ICO**

You can contact HRR to discuss anything relating to your personal data by emailing the HRR secretary,

Should you wish to make a complaint relating to your personal data, you can contact the Information Commissioners office. (<https://ico.org.uk/>)