Vale of Glamorgan Wheelchair Rugby Club Privacy Policy

**Our contact details**

Name: Justin Griffiths

Address:
8 Starling Road

St. Athan

Barry
Vale of Glamorgan
CF62 4NJ

Phone Number:07930 523632

E-mail:info:valeofglamorganwrc.com

Date of completion: 1st April 2025

**The type of personal information we collect:**

We currently collect and process the following information:

* Personal identifiers, contacts, and characteristics (for example, name and contact details)
* Medical details / disabilities
* Registration details
* Bank details

**How we get the personal information and why we have it.**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

* Registering you with the club and NGB
* Storing emergency contact details for emergencies
* Eligibility for wheelchair rugby classification
* Process expenses claims

We use the information that you have given us to ensure you meet the criteria to classify for wheelchair rugby, register with the club and NGB (to ensure insurance coverage), and so that we can ensure you have the correct support for participating in our sport.

We may share this information with GBWR (NGB) and the World governing body WWR.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

**(a) Your consent. You can remove your consent at any time. You can do this by contacting the club secretary.**

**(b) We have a contractual obligation.**

**(c) We have a legitimate interest.**

**How we store your personal information**

Your information is securely stored.

We keep any and all information for as long as you are a member of the club. We will then dispose your information by shredding any paper documents and deleting electronic files.

**Your data protection rights:**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at info@valeofglamorganwrc.com if you wish to make a request.

**How to complain**

If you have any concerns about our use of your personal information, you can make a complain to us at: info@valeofglamorganwrc.com

07930523632

8 Starling Road, St. Athan, Barry, Vale of Glamorgan, CF62 4NJ

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO’s address:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

**Declaration**

 *Vale of Glamorgan Wheelchair Rugby Club* hereby adopts and accepts this policy as a current operating guide regulating the actions of members.

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| **Name** | **Anita Shears** | **Position** | Chair |
| **Sign** |  | **Date** | 01/04/2025 |

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| --- | --- | --- | --- |
| **Name** | **Justin Griffiths** | **Position** | Secretary |
| **Sign** |  | **Date** | 01/04/2025 |