

## GDPR

### Privacy Notice – Capital Kids Cricket

Capital Kids Cricket is to advance the physical, social and emotional development of kids in London. Capital Kids Cricket is a fully inclusive organisation providing a range of sporting and social opportunities for children, young people and adults in the more deprived areas of London. Activities are carried out in state schools, hospitals, community centres, local parks and residential centres away from London. Cricket and the spirit of cricket are at the heart of what we do.

Under new laws effective from 25th May 2018, we are required to provide you with certain details concerning how your personal data will be used and protected.

Full details of how we use and protect your personal data, as well as your rights in respect of it, are in our Privacy Policy which you can find in **ANNEX A**.

A summary of the key points is shown below:

Names of data controller	Capital Kids Cricket Limited (CKC)
Contact details	Mail: Capital Kids Cricket. 157 Tennyson Rd, London E15 4DR Email: office@ckc.london Phone: 07748114811 Website: www.ckc.london
Categories of personal data	Title Full name Gender Ethnicity Date of birth Email address Address Telephone number Emergency contact name and phone number: DBS certificate expiry date Special requirements / disability Safeguarding qualifications Coaching environment (e.g. school, district or county and including gender and age of players) Coach education qualifications Cricket club Name of educational institute Voluntary / paid role County affiliation Bank account details (if required)
Sources of personal data	You
Automated decisions	None
Purposes of processing	CKC will process your personal data for the purposes of: <ul style="list-style-type: none"> <li>Administering your Coaching details, ECB membership, mandatory updating of related qualification certificates including 1<sup>st</sup> Aid and SPC               <ul style="list-style-type: none"> <li>Players details of any age who are able to take part in activities</li> </ul> </li> <li>Dealing with any special and dietary requirements</li> </ul>

## CAPITAL KIDS CRICKET (CKC)

	<ul style="list-style-type: none"> <li>• Reporting of figures and trends in the interest of cricket and other sports participation (including equality, inclusion and diversity information)</li> </ul> <p>Keeping contact record for communications about games, trips, medical needs, sending information's about trainings, events, games</p> <ul style="list-style-type: none"> <li>• CKC newsletters, press release, events update</li> <li>• Group messaging via text, WhatsApp or any other messaging media</li> <li>• WhatsApp or any group messaging will be undertaken with the permission of an adult responsible of any under age child. Permission will be given when registering in clubs, events, groups etc.</li> </ul> <p>Data processor: CKC processes and will process your data for research purposes, to give you better experience (offline and online).</p> <p>Sources: Website visit history, Campaign Participation Intelligence, offline data collection, feedback forms</p>
Who we will disclose your personal data to	Relevant County Boards, County Associations and CKC delivery / joint partners with SLA, Arundel castle cricket foundation, MCC, clubs who host membership events and provide local member information and support
Legal basis for processing your personal data	<p>The legal basis for the collection and processing of your personal data is:</p> <ul style="list-style-type: none"> <li>• Administration and verifying criteria for coaching qualifications and other related qualification, membership: that it is necessary to fulfil the contract that you are going to enter into or have entered into with us.</li> <li>• for dealing with special requirements: that you have given your explicit consent or that it is in your vital interests.</li> <li>• equality and inclusion: that you have given your explicit consent by answering the question</li> <li>• in all other cases: that it is necessary for our legitimate interests which are to ensure that the reputation of cricket is preserved and this does not prejudice or harm your rights and freedom. <ul style="list-style-type: none"> <li>• Sharing information's with you about CKC and its partners with events, Newsletter, announcements, promotions of events and achievements</li> </ul> </li> </ul>
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. UNSUBSCRIBE
Location of your personal data	We will keep your personal data within the European Economic Area.
How long we will keep your personal data for	We will normally keep your personal data for 2 years after your last engagement with us. After this time period we will anonymise your information and keep for analysis of engagement trends.

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.
Complaints	If you have any concerns or complaints about how we are handling your data please do not hesitate to get in touch by emailing us at <a href="mailto:admin@capitalkidscricket.org.uk">admin@capitalkidscricket.org.uk</a> or by calling 07748114811. You can also contact the Information Commissioner's Office.

## ANNEX A:

# PRIVACY AND COOKIES POLICY – CAPITAL KIDS CRICKET

## ABOUT US

This website is operated by Capital Kids cricket Limited (CKC).

### CKC and what it does

Capital Kids Cricket is to advance the physical, social and emotional development of kids in London. Capital Kids Cricket is a fully inclusive organisation providing a range of sporting and social opportunities for children, young people and adults in the more deprived areas of London. Activities are carried out in state schools, hospitals, community centres, local parks and residential centres away from London. Cricket and the spirit of cricket are at the heart of what we do.

#### Schools cricket –

- Schools coaching

The original aim of Capital Kids Cricket, when established in 1989, was to reverse the decline in cricket played at state schools across London. Since then, our charitable aims have expanded, but state school cricket remains at the heart of what we do. Find out more... [www.ckc.london](http://www.ckc.london)

- Festivals and competitions

Sport, by definition, is competitive and, whilst not everyone enjoys competitive action, it is always rewarding for participants to put what they have learned into practice. Throughout the year we run

# CAPITAL KIDS CRICKET (CKC)

a variety of both indoor and outdoor cricket competitions to suit every need. From friendly matches between schools to hard ball cricket matches between young people representing their country, our competitions and festivals provide memorable experiences for everyone involved! Find out more....[www.ckc.london](http://www.ckc.london)

- Residential trips

We have been working closely with the Arundel Castle Foundation for over 20 years. Each year we run two residential trips to Arundel for up to 200 children. During the May half term, we take eight school groups, both girls and boys, for a beginners cricket residential before returning in July with up to eight clubs from across London for specialised coaching and matches. Find out more....[www.ckc.london](http://www.ckc.london)

- Hospital programmes

Our hospital programmes continue to develop and in 2016/17 we expanded the programme to include work with children at the Collingham Child and Family Centre. Find out more....[www.ckc.london](http://www.ckc.london)

- Clubs and the community

2016/17 was a big year for our club development project as we founded two new community cricket clubs. With funding from the John Lyon's Charity, we set up Spikes Bridge Junior CC, based at Spikes Bridge Park in Southall, Ealing, and, with funding from The Lord's Taverners, we established a new Wicketz club at Leyton Sports Ground in Waltham Forest. Find out more....[www.ckc.london](http://www.ckc.london)

- Holiday camps

Throughout each school holiday (except for Christmas) we run our own, or assist with, cricket holiday camps at locations across London. The camps provide us with a great opportunity to get children exercising and having fun outside of the school term time. Last year we ran camps at Lister Community School, West Ham Park, Featherstone High School, Spikes Bridge Park, Stormont House School, BSix College, Millfields Park, the Sobell Centre and Leyton Sports Ground. Find out more....[www.ckc.london](http://www.ckc.london)

- Coach education and volunteering

An extension of our work in local communities involves working alongside county cricket boards to deliver free or discounted coach education courses to local people. This is particularly prevalent at Tower Hamlets CC which we established in 2009. Initially, the club consisted of only one team, an under 17s XI, who played in the Middlesex Colts' Cricket League. Since then, the club has grown significantly and now, following a merge with Victoria Park Juniors CC, features a fully-fledged colts' section and three adults' teams. Find out more....[www.ckc.london](http://www.ckc.london)

- Community work

Throughout London we run various community projects. Historically, the majority of these have involved running cricket sessions in areas where there is a lack of green space. For example, over the last two years, working with the Essex County Cricket Board and Newham Council, we have delivered free cricket taster sessions in Queen's Market, an indoor market on Green Street in the heart of Newham. Find out more....[www.ckc.london](http://www.ckc.london)

## **Data protection compliance**

Unless stated otherwise, CKC is the data controller in respect of all personal data collected on CKC Websites which means that we are responsible for ensuring that we do so in full compliance with data protection and all other related privacy laws.

This Privacy Policy explains what information is collected about you, how it is used, and the steps taken to ensure that it is kept secure. We also explain your rights and how to contact us.

## **Additional privacy information**

Additional privacy terms, which form part of this Privacy Policy, apply to personal data and use of, certain CKC Websites and services. Please click on the relevant link(s) below to view the additional terms:

IT IS IMPORTANT THAT YOU UNDERSTAND AND ARE COMFORTABLE WITH THESE TERMS BEFORE USING THE RELEVANT WEBSITE AND/OR SERVICE AND WE ENCOURAGE YOU TO TAKE TIME TO READ THEM

Service - Link

There are no additional privacy terms at this time - N/A

## **Links to other websites**

Please note, CKC Websites may contain links to other websites (such as those of advertisers or our partners) that are not controlled by us, or our service providers. These links are provided for your convenience. We are only responsible for our own privacy practices and our security of CKC Websites. We recommend that you check the privacy and security policies and procedures of each and every other website that you visit.

## **Children**

If you are under 13, you will either need to ask your parent or guardian to register you for any CKC services or will need the permission of your parent or guardian before registering for clubs, events, trips, games, bookings and purchases can be made. We may require your parent or guardian to confirm that they have given permission. We may ask for their contact details so that we can check that they have done so and may carry out checks to confirm that the details you have given us are correct.

If you are under 13, we will normally only send newsletters and offers and opportunities to you if your parent or guardian has given consent to them being sent. Your parents / guardians 13 can change their mind at any time (see 'Newsletters, Offers and Opportunities' below).

## **The information we collect and it's sources**

# CAPITAL KIDS CRICKET (CKC)

In order to provide the goods or services you request, we will obtain details including:

**contact details** of those subscribing or registering for services, placing orders or making bookings and, where you do any of these things on behalf of another person we may require their contact details as well

**date of birth** for example, where the service you require has age related restrictions or for verification purposes

**supporting information** other information that is relevant to the goods or services you request such as photo ID information for accreditations, clothing size for purchases of kit or other clothing items, dietary requirements where you are attending an event where refreshments are provided, allergy information or treatment that may need to be given to help those attending events. Details of the particular support information needed will normally be shown on the particular ECB Website for the goods or service you require.

**gender / disability / ethnicity** information to enable us to ensure we meet our social inclusion and anti-discrimination responsibilities. We do not always ask for this and will only do so where we consider it relevant

**feedback and survey** responses we receive from you and others

## Where we obtain information

In most cases we will obtain information directly from you (or from someone who requests services, interests in CKC events for you on your behalf) or the device you use to communicate with us. The information will be obtained through CKC Websites, telephone conversations, emails and written and verbal communications (including blogs and social media interactions) and from records of the goods and services provided to you. Some of this information may be obtained from the service providers we use.

We may supplement the information that you provide with other information that we obtain from our dealings with you (such as newsletters you have subscribed to, events you or someone you book for have attended, achievements in cricket and details from other CKC services you have signed up for, use or have used such as linked clubs, projects ) or which we receive from other organisations, such as other cricket organisations, sponsors or commercial partners.

We collect your personal data through our online properties as well as offline methods (Feedback forms at events)

## Information about other people

If you provide information to us about any person other than yourself, 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.

## IP addresses

# CAPITAL KIDS CRICKET (CKC)

In order to understand how users use CKC Websites and our services and the things they are interested in, we may collect your Internet Protocol addresses (also known as IP addresses). Your IP address is a unique address that computer devices (such as PCs, tablets and smartphones) use to identify themselves and in order to communicate with other devices in the network.

## Cookies

In common with many other website operators, we may use standard technology called 'cookies' on CKC Websites. Cookies are small pieces of information that are stored by your browser on your computer's hard drive and they are used to record how you navigate CKC Websites on each visit.

Our cookies are used to enable us to develop CKC Websites and to enable you to properly navigate it. We use cookies to collect personal information to enable us to reflect our users interests and by noting who has seen which pages, properties and advertisements (including 'click throughs' from emails), how frequently particular pages are visited and to enable us to determine the most popular areas of CKC Websites. We may use cookies to enrich your experience of using CKC Websites by allowing us to tailor what you see to what we have learned about your preferences during your visits to our sites. Sometimes we may use services of third parties and they may use cookies on our behalf in order to provide their services.

The cookies we use can be found here [SHOW ME THE COOKIES](http://www.ckc.london) (www.ckc.london)

## Preventing use of cookies

Most browsers automatically accept cookies, but you can usually change your browser to prevent cookies being stored. With experience, you can usually choose to switch off all cookies or to allow only certain 'trusted' sites to place cookies.

For further information on cookies and Flash cookies and how to switch them off see the Information Commissioner's website at [www.ico.gov.uk](http://www.ico.gov.uk) or visit [www.allaboutcookies.org](http://www.allaboutcookies.org) or [www.aboutcookies.org](http://www.aboutcookies.org).

PLEASE NOTE, IF YOU DO TURN COOKIES OFF, THIS WILL LIMIT THE SERVICE THAT WE ARE ABLE TO PROVIDE TO YOU AND MAY AFFECT YOUR USER EXPERIENCE

## Tracking technology

Occasionally, we may use digital tracking (usually in a cookie) on CKC Websites or in emails we send to you. We use these to ensure you receive appropriate information and do not receive multiple

communications about the same thing (such as ticketing offers) from different cricket related organisations.

## **Preventing use of tracking technologies**

If you stop cookies, this will normally stop any tracking from the website. Where we plan to use tracking technology, we will ask for your consent.

PLEASE NOTE, IF YOU DO NOT ALLOW US TO USE TRACKING TECHNOLOGY, YOU MAY RECEIVE COMMUNICATIONS THAT ARE OF LESS INTEREST TO YOU OR FROM ALL OF THOSE ORGANISATIONS THAT ARE INVOLVED IN PUTTING ON AN EVENT

## **How we will use your information**

All personal information 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, our TERMS OF USE for the relevant CKC Website and any other terms and conditions that are relevant to the goods or services you request and this Privacy Policy. We will primarily use the personal information for:

for registration and general administration (including verification and security checking), creating and administering login credentials and access controls for online services

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)

to communicate with you in the event that any goods or services requested are unavailable or if there is a query or problem with your requests

to ensure a safe environment for the enjoyment of cricket events and activities

for record keeping purposes

market research. to carry out market research so that we can improve the goods and services we offer

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 or ethnicity information to enable us to monitor and ensure compliance with anti-discrimination policies or to comply with our obligations to Sport England

to track and analyse activity on CKC Websites and to understand the interests and views of fans and customers



getting to know you. to create an individual profile for you so that we can enhance your user experience, to understand and respect your preferences and to provide newsletters and details of relevant offers and opportunities where you have agreed to receive them

## **Consent and lawful processing of personal data**

The legal basis for the collection and processing of your personal data is:

for administration and service 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 serious cases that it is in your vital interests to help you

for direct marketing: that you have given your consent

for equality and inclusion: that you have given your explicit consent by answering the question

in all other cases: that it is necessary for our legitimate interests which are to encourage participation in cricket and this does not prejudice or harm your rights and freedoms

## **Disclosing your personal information**

In order to provide our products and services, 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 information is properly protected and that it is only used in accordance with this Privacy Policy.

We may pass relevant personal information to match venues, First Class Cricket Counties, County Cricket Boards, Clubs and Leagues for cricket administration and research purposes where we believe this is appropriate to the service you require or to enable them to understand player, fan and customer activity and to develop cricket related services.

## **Use of your personal information at events**

In order to provide and administer events, we will provide relevant details to those running and specific sessions you attend. We will also use your information to ensure compliance with Ground Regulations (where appropriate) and to make any required security checks in order to ensure a safe environment for you and others to enjoy cricket.

## **Payment information**

The payment card information you provide will only be available to the payment provider. This will not be available to the CKC.

## **Cricket organisations**

As cricket development charity CKC has relationships with other cricket related organisations such as ECB, First Class Cricket Counties, County Cricket Boards, cricket clubs and cricket leagues (each a Cricket Organisation) and some of the goods and services available on or through CKC Websites 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 information to them.

You can view an up-to-date list of CRICKET ORGANISATIONS by clicking the link.

## **CKC partner programme**

CKC, CRICKET ORGANISATIONS, CLUBS and CKC SPONSORS & PARTNERS would like to contact you and/or any person whose information you provide to us to invite you to enjoy other products and services (where you have agreed to us sending an invitation), to provide newsletters and to tell you and/or them about offers and opportunities that are available and about a range of other initiatives in a number of ways, including by post, text message, email or, for relevant services, push notification, personalised on-screen messages and social media. Details of how to opt-in to or opt-out of receiving newsletters and details of offers are on relevant pages of the CKC Websites, in relevant forms you complete and/or in the electronic message you receive.

## **Preferences / Subscribe / Unsubscribe**

You and any other person whose information you have provided to us can change your/their mind about whether you wish to receive details of offers and opportunities at any time by using any of the methods shown below (see the section 'How to contact us' below) or by following the instructions with each offer you/they receive.

## **Security**

We take the security of personal information seriously. We employ security technology, including firewalls, and Secure Socket Layers to 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.

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

## **Monitoring**

We may monitor or record telephone calls for security purposes and to improve the quality of the services we provide to you.

## **Data retention**

We will normally keep your personal data for two years unless we say otherwise in the privacy notice you are given. If, after this point, you have not taken up any further services, we will keep only minimal personal data about goods or services you have had from us, an outline of any incidents and details of any preferences or consents.

## **Use of your information outside of Europe**

Unless we say otherwise in the privacy notice you are given, we do not transfer personal data outside of the United Kingdom or the European Economic Area other than, potentially, to a few of our service providers based in the United States. Wherever we transfer your personal data outside of the European Economic Area, we will take proper steps to ensure that it is protected in accordance with this Privacy Policy and applicable privacy laws.

## **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 in how we will use your personal data we will contact you directly and, if required, seek your consent.

We will ensure CKC Websites have our most up to date 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 information 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 information 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. These include:

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. We normally expect to respond to requests within 28 days of receiving them.

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 your personal data' above for details.

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.

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 your personal data' above for details).

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

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

Where our processing is based on it being in our legitimate interests, your rights and freedoms, based of your particular situation, may enable you to object to our processing

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.

## **How to contact us**

Mail

### **Privacy Officer:**

157 Tennyson Road

London

E15 4DR

Phone - 07748114811

Privacy officer email: [Shahidul.alam@ckc.london](mailto:Shahidul.alam@ckc.london)

## Data Protection Policy Control Sheet

The data protection and GDPR policy will be reviewed on an annual basis.

Last review: 30/04/2025

Next review date: 30/04/2026

Print name: Shahidul Alam

Signed: 