	<h1 style="margin: 0;">WCF Privacy Policy</h1>	<p>Version 1.2 Effective Date: 10 May 2024</p> <p><i>Approved</i></p>
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Introduction

The World Croquet Federation (WCF) understands the value of an individual's data privacy and is committed to ensuring compliance with the UK General Data Protection Regulations (GDPR).

Any questions or requests relating to this Privacy Policy or in relation to the Personal Information held by the WCF should be requested from the Secretary-General by email on: secretary@worldcroquet.org.


Personal data definition

According to the General Data Protection Regulation (GDPR), "personal data" refers to any information relating to an identified person (the 'Data Subject'). Any reference such as a name, an identification number, location data, an online identifier (such as email or social media username), or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that person. Essentially, personal data encompasses any information that can be used to directly, or indirectly, identify an individual.

Categories of Personal data

The WCF may hold and process the following categories of structured personal data about its current or potential Members, participants, organisers, contacts or anyone engaging with them on WCF activities:

- Name.

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- Contact Details (e.g. postal, e-mail and social media addresses and telephone numbers).
- Financial information relating to annual subscriptions and tournament entries. No credit card or bank account details are held by the WCF.
- Croquet results and Rankings data, including national eligibility, gender and age grouping. No specific ages or dates of birth are recorded.
- Tournament entry data and results, such as player biographical information, event results and data in relation to selection for and participation in singles or team events.
- Photographs and video.
- Colour Vision Deficiency - registered for purposes of declaring ball set preference at our events.
- In respect of any Code of Conduct investigations.

In addition, unstructured Personal Data may be held as contained in e-mails sent to or from individuals, or between those acting on behalf of the WCF.

Data gathering


Up to date personal data will be gathered legally and under strict conditions. Only Personal Information necessary to effectively run and manage the WCF organisation and its activities will be requested and collected with the consent of the individual. The lawful bases for collecting Personal Information are:

- Consent – almost all information gathered is obtained directly from the individual concerned and with their consent.
- In exceptional cases, data may be gather for legitimate interests (pertaining to the activities of the WCF and other associated croquet matters).
- Contractual obligations.
- Legal obligations in order to comply with the law.
- Protecting vital interests of individuals or those of another person (in the event of such a critical life and death incident).

Data sharing

Only the necessary and relevant information required for specific purposes will be shared.

Access will only be granted to people who need it to fulfil their duties on behalf of the WCF.

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Anyone the information is shared with will be obliged to protect the information from misuse and exploitation.

Information may be shared with:

- Governing bodies - to assist in managing the business of the WCF, in relation to event management, or any disciplinary issues.
- All WCF Members and Recognised Croquet Organisations authorised representatives and contacts - to communicate with and administer activities between Members.
- WCF Event Organising Committees - to enable WCF event organisers, officials and volunteers to manage the event and its associated activities and to communicate with participants.
- WCF Working Groups - to enable those working on WCF projects or development activities to work together and communicate as needed.
- Contractors – who are subject to written contractual conditions, to only process that personal information under the WCF’s instruction.
- WCF Third Party agencies (such as Rankings and Croquet Scores)- to collate results and reports for the World Croquet website on behalf of the WCF.
- Statutory and legal authorities - for instance the police or government agencies.
- Data hosting companies - data storage and hosting of digital platforms.
- Authorised third parties - for specific purposes covered by legal contract.

International storage and transfer

The information will be securely stored. The information collected may be stored, transferred and processed in a country outside of the UK, in compliance with applicable laws.


Note: The EU has adopted adequacy provisions for UK GDPR. This means data can continue to flow freely from the EU to the UK. For non-EU countries, Article 46 transfer risks have been reviewed and are assessed as ‘low risk’.

Data retention period and disposal

Personal Information will only be held for as long as it is needed for the purposes for which it was collected. Hard copies should be shredded before disposal. Soft copies should be permanently deleted from all devices and storage servers.

Data breaches

Any data breaches will be reported to the relevant authority without undue delay and no later than 72 hours after the WCF becomes aware of them.

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The Data Subject's rights

Data protection laws grant Data Subjects, certain rights, which are summarised below:

- Right of access - the right to obtain a copy of the information held.
- Right of rectification - if a Data Subject feels that any data held about them is inaccurate, they have the right to ask for it to be corrected or rectified.
- Right of erasure - the right to ask for the information to be deleted, where it can be demonstrated that the data held is no longer needed.
- Right to restriction of processing - the right to request that the WCF refrains from processing your data for specific purposes.
- Right to portability – the right to receive any personal data that has been provided in order to transfer it onto another data controller.
- Right to object – the right to object to the information being processed.
- Right to withdraw consent – the right to withdraw consent for the processing of your personal data.

Any requests or complaints received by the WCF will be considered under applicable data protection legislation. In the first instance please email the Secretary-General by email on: secretary@worldcroquet.org, who will either respond directly or refer the matter to the Management Committee to resolve and respond. If the Data Subject remains dissatisfied, they have the right to raise a complaint with the Commissioner's Office at www.ico.org.uk

Additional information

The WCF reserves the right to update this Privacy Policy at any time. Updates will be notified via the WCF website. The WCF's privacy policy can be viewed at <https://worldcroquet.org/wcf-business/statutes-regulations/>

Version	Updates
Version 1 - 9.3.24	Pre-consultation draft
Version 1.2 – 10.5.24	Final post Member consultation