



MATCHMAKERS
SOFTBALVERENIGING - WAGENINGEN

AVG HSC Matchmakers

Sports club HSC Matchmakers collects and saves personal data of her members. This document describes what data is collected, with what purpose, where these data is saved, and who has access to these data. The board assumes that all members are informed sufficiently after reading this document. If there are questions or objections, the board can be contacted in writing.

What data is collected?

The following data is collected of our members:

- Name, family name
- Address
- Place of residence
- Birth date
- Telephone number
- E-mail address
- IBAN/account number
- Portraits/photographs

The following data is saved of former members:

- Name, family name
- Telephone number
- E-mail address
- Date of membership cancellation

Of interested persons (not yet members), the following data is saved:

- Name, family name
- E-mail address,
- Gender
- Nationality (Dutch or non-Dutch)

Why are these data collected?

General

Most data are collected as they are significant for the organisation of the club and the teams. Most data have to be passed on to the overarching sports federation, KNBSB, in order to organise competitions, and to insure players. Telephone numbers are collected to communicate with members about games and practices. e-mail addresses and home addresses are collected to communicate with members about developments within the club.

Treasurer

The treasurer uses the member database on Google Drive and Sportlink to inventorise the current members and their account numbers. These are used to establish a collection file in Excel. This file is uploaded to ING to collect the membership fee and is saved in the treasurer's folder on a personal computer.

Promotion and website

During games, practices and club events, photographs are taken. These can be published to promote the club. Photographs can be placed on social media, in traditional media, on the website and on material to be used for promotion and member recruitment.

Names of players and/or trainers/coaches are published on the website, on the page of the team in which the member is active. Names of volunteers and board members are published on the website with a mention of their function. These data are published for visibility and representation of the club.

Former members

The data of former members is saved for communication concerning lustrum activities and the likes.

Interested people

The data of interested people is saved to notify them of open practices, introduction practices, and changes in practice times, dates and locations.

Where are the collected data saved?

General

The data are partially saved on paper and partially in a digital environment.

Subscription forms are saved by the secretary in a non-public space.

All data is processed digitally. These data are saved in Sportlink, which is a digital link between the KNBSB and the club, as well as on Google Drive and on the computers of board members, as to be capable of performing the daily tasks of organising the club.

Treasurer

The treasurer saves data in a treasurer's folder. The folder is an archive folder on the personal computer of the current treasurer. In this, concerning member data, the current and previous accounting (with names and transfers if applicable) is stored together with the collection files. Collection files are saved for three years and deleted afterwards.

Promotion and website

Photographs are saved by the photographer on a computer, hard drive or in the cloud. Promotional material on which members are depicted is saved by the promotion committee.

Interested people

After a promotion event (like the AID), the club possesses a paper list with data of people that indicated to be interested in playing softball at HSC Matchmakers. The data on this list are transferred into a digital Excel list within a week after the event. The list is saved by the person who is responsible for the contact with interested people (in this case, the chairman). These data are saved for a year (from summer AID to summer AID). The list is

supplemented with data of interested people that approach us via email over the year in which it is saved. When someone on the list indicated to be no longer interested, his/her data is deleted from the list. The possibility to unsubscribe from the list is mentioned in the emails.

Who has access to the collected data?

General

The daily board (chairman, treasurer, and secretary in case of HSC Matchmakers) has access to all data.

The competition secretary also has access to a part of the data, as he/she has to be able to organise competition related business through Sportlink.

Sportlink is secured with a username and password and has a factor 2 authentication. The Google Drive of HSC Matchmakers also has a factor 2 authentication. Only the board has access to the Google Drive.

The board members of HSC Matchmakers are expected to have security measures on the computers that they use to store the collected data and/or the data itself.

The email-addresses are, if asked, passed onto the trainer/coach and/or captain of a team, which enabled them to communicate with players about games, practices and other team-related business.

Committees can also request a list of email-addresses in order to communicate about club-related events.

Promotion and website

Photographers and members of the promotion committee have access to the photographs and/or the promotional material. If requested, photographs are shared with other members for personal use only. It is expected that everyone treats the material they possess with care.

Interested people

The person that is responsible for the communication with interested people (in this case the chairman), possesses a list of required data on a personal laptop. When people on this list indicate that they are interested in joining a practice, their email-addresses are passed on to the contact person of the concerning team (a captain of playing board member), after which they are free to contact the interested people as they please.