

Controller			
Name and contact details		Data Protection Officer (if applicable)	Representative (if applicable)
Name	Wycombe Squash & Racketball Club	Tim Morgan	Name
Address	Wycombe Air Park, Clay Lane, Booker, Bucks SL7 3DJ	same	Address
Email	office@wycombesquash.co.uk	privacy@wycombesquash.co.uk	Email
Telephone	01494 520034		Telephone

Article 30 Record of Processing Activities							Privacy Notices			Access Requests	
Business function	Purpose of processing	Categories of individuals	Categories of personal data	Categories of recipients	Retention schedule (if possible)	General description of technical and organisational security measures (if possible)	Article 6 lawful basis for processing personal data	Article 9 basis for processing special category data	Rights available to individuals	The source of the personal data (if applicable)	Location of personal data
Accounting	Dues	Members	Bank details	Gocardless.com	6 years post term	Access controls, last 2 digits	Contract	N/A	Access, Rectify, Erase, Portability	Data subject	gocardless.com
Accounting	Accounts payable	Suppliers, Contractors	Bank details	Bank, Book-keeper	6 years post term	Access controls	Contract	N/A	Access, Rectify, Erase, Portability	Data subject	Paper filing cabinet, Excel
Administration	Membership	Members	Contact details	England Squash, Gocardless.com	6 years post term	Access controls	Contract	N/A	Access, Rectify, Erase, Portability	Data subject	Paper filing cabinet, Excel
Administration	Membership	Members	DOB	Competition organisers	6 years post term	Access controls	Contract	N/A	Access, Rectify, Erase, Portability	Data subject	Paper filing cabinet, Excel
Administration	Junior membership	Juniors	Contact details, DOB, School	Coaches and volunteers	6 years post term	Access controls	Contract	N/A	Access, Rectify, Erase, Portability	Data subject	Paper filing cabinet
Administration	Consent forms	Parents, Juniors	Contact details	Coaches and volunteers	6 years post term	Access controls	Consent	N/A	Access, Rectify, Erase, Portability	Data subject	Paper filing cabinet
Administration	Consent forms	Juniors	Medical info, Emergency contacts	Coaches and volunteers	6 years post term	Access controls	Consent	Consent	Access, Rectify, Erase, Portability	Data subject	Paper filing cabinet
Administration	Crime Prevention Health & Safety	Members and Visitors	CCTV recording	Law Enforcement	90 days	Access controls	Legitimate interests	N/A	Access, Rectify, Object, Erase	Data subject	CCTV system
Administration	Key fob access	Members, Employees, Contractors	Name & Entry time	Management	90 days	Access controls	Contract	N/A	Access, Rectify, Erase, Portability	Data controller	
Board	Appointments	Directors	Name, Tenure, Nationality, Residence, Occupation	Companies House	6 years post term	Public domain	Legal obligation	N/A	Access, Rectify, Object, Erase	Data subject	Companies House
Board	Board meetings	Directors	Name, Attendance, Minutes	Directors	Indefinite	Access controls	Legitimate interests	N/A	Access, Rectify, Object, Erase	Data controller	Local filesystem
Human Resources	Payroll	Employees, Contractors	Contact details	HMRC Bank, Bookkeeper	6 years post term	Access controls	Legal obligation	N/A	Access and Rectify	Data subject	Finance payroll system
Human Resources	Payroll	Employees, Contractors	Bank details	HMRC Bank, Bookkeeper	Don't retain	Access controls	Legal obligation	N/A	Access and Rectify	Data subject	Finance payroll system
Human Resources	Payroll	Employees, Contractors	Pension details	HMRC, Pension provider	6 years post term	Access controls	Legal obligation	N/A	Access and Rectify	Controller	Finance pension system
Human Resources	Payroll	Employees, Contractors	Tax details	HMRC, Bookkeeper	6 years post term	Access controls	Legal obligation	N/A	Access and Rectify	Controller	Finance payroll system
Human Resources	Administration	Employees, Contractors	Contact details	Management	6 years post term	Access controls	Contract	N/A	Access, Rectify, Erase, Portability	Data subject	Paper filing cabinet, Excel
Human Resources	Recruitment	Employees, Contractors	CVs	Management	6 years post term	Access controls	Contract	N/A	Access, Rectify, Erase, Portability	Data subject	Paper filing cabinet, Excel
Human Resources	Credentials	Staff	First aid certificates	Management	12 months post term	Access controls	Legitimate interests	N/A	Access, Rectify, Object, Erase	Data subject	Paper filing cabinet
Human Resources	Safeguarding	Employees, Coaches	DBS check	Management	12 months post term	Access controls	Contract	N/A	Access, Rectify, Erase, Portability	Data subject	Paper filing cabinet
Interclub leagues	League administration	Team members	Names, Teams, Ranking, Results	BSRA, Competing clubs	12 months	Access controls	Legitimate interests	N/A	Access, Rectify, Object, Erase	Data controller	Local filesystem, Email
Ladies community	Networking	Members and guests	Contact details	Ladies club	Indefinite	Access controls	Legitimate interests	N/A	Access, Rectify, Object, Erase	Data subject	Google drive
Marketing	Marketing	Members, Parents, Visitors	Names, Photos, Results	Facebook, Twitter, Instagram	Indefinite	Public domain	Legitimate interests	N/A	Access, Rectify, Object, Erase	Controller	Facebook, Twitter, Instagram
MySquashClub.co.uk	League details	Members	Players and results	Website visitors	12 months	Public domain	Legitimate interests	N/A	Access, Rectify, Object, Erase	Data controller	MySquashClub.co.uk
MySquashClub.co.uk	League details	Members	Contact details	Registered members	12 months post term	Access controls	Legitimate interests	N/A	Access, Rectify, Object, Erase	Data controller	MySquashClub.co.uk
Schools	Administration	Teachers	Contact details	Management	12 months post term	Access controls	Legitimate interests	N/A	Access, Rectify, Object, Erase	Data subject	Paper filing cabinet
Schools	Consent forms	Parents, Students	Contact details	Coaches	12 months	Access controls	Consent	N/A	Access, Rectify, Erase, Portability	Data subject	Paper filing cabinet
Schools	Consent forms	Students	Medical info, Emergency contacts	Coaches	12 months	Access controls	Consent	Consent	Access, Rectify, Erase, Portability	Data subject	Paper filing cabinet
Squash camps	Consent forms	Attendees, Parents	Contact details	Coaches	12 months	Access controls	Consent	N/A	Access, Rectify, Erase, Portability	Data subject	Paper filing cabinet
Squash camps	Consent forms	Attendees	Medical info, Emergency contacts	Coaches	12 months	Access controls	Consent	Consent	Access, Rectify, Erase, Portability	Data subject	Paper filing cabinet
www.ez-leagues.co.uk/club/bsrc/	Daytime Squash League	Members	Players and results	Website visitors	To be removed	Public domain	Legitimate interests	N/A	Access, Rectify, Object, Erase	Data controller	www.ez-leagues.co.uk/club/bsrc/
wycombesquash.co.uk	Tournaments	Members	Names, Teams, Ranking, Results	Website visitors	12 months	Public domain	Legitimate interests	N/A	Access, Rectify, Object, Erase	Data controller	Wix.com, Google Docs
wycombesquash.co.uk	Marketing	Members	Photos	Website visitors	Indefinite	Public domain	Legitimate interests	N/A	Access, Rectify, Object, Erase	Data controller	Wix.com, Google Docs
wycombesquash.mycourts.co.uk	Directory	Members	Contact details	Members	12 months post term	Access controls	Legitimate interests	N/A	Access, Rectify, Object, Erase	Data subject	wycombesquash.mycourts.co.uk
wycombesquash.mycourts.co.uk	Online booking	Members	Players and bookings	Members	34 days	Access controls	Legitimate interests	N/A	Access, Rectify, Object, Erase	Data subject	wycombesquash.mycourts.co.uk
wycombesquash.mycourts.co.uk	Leagues	Members	Players and results	Members	Indefinite	Access controls	Legitimate interests	N/A	Access, Rectify, Object, Erase	Data controller	wycombesquash.mycourts.co.uk
wycombesquash.mycourts.co.uk	Tournaments	Members	Players and results	Members	Indefinite	Access controls	Legitimate interests	N/A	Access, Rectify, Object, Erase	Data controller	wycombesquash.mycourts.co.uk
wycombesquash.mycourts.co.uk	News & Events	Members	Some personal news	Website visitors	Indefinite	Public domain	Legitimate interests	N/A	Access, Rectify, Object, Erase	Data controller	wycombesquash.mycourts.co.uk
wycombesquash.mycourts.co.uk	News & Events	Members	Fixtures and results	Website visitors	Indefinite	Public domain	Legitimate interests	N/A	Access, Rectify, Object, Erase	Data controller	wycombesquash.mycourts.co.uk
wycombesquash.mycourts.co.uk	Administration	Members	Credit, Account history, Bookings	Administrators	12 months post term	Access controls	Legitimate interests	N/A	Access, Rectify, Object, Erase	Data subject	wycombesquash.mycourts.co.uk
wycombesquash.mycourts.co.uk	Administration	Members	Subscription details	Administrators	12 months post term	Access controls	Legitimate interests	N/A	Access, Rectify, Object, Erase	Data subject	wycombesquash.mycourts.co.uk