



EMPLOYEE PRIVACY NOTICE

YORKSHIRE CRICKET

Document Owner: Director of People and Culture

Policy Title	Employee Privacy Notice
Prepared by	Director of People and Culture
Approved by	Not Applicable
Date approved	Click or tap to enter a date.
Commencement Date	15/05/2023
Version	1
Revision Date	15/03/2024
Amendments	Click or tap here to enter text.
Relevant legislation / codes	Data Protection Act 2018 EU General Data Protection Regulation 2016/679 European Union (Withdrawal) Act 2018 Section 3 Data Protection, Privacy and Electronic Communications (Amendments etc.) (EU Exit) Regulations 2019
Related policies / documents	Data Protection Policy Code of Conduct

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1. PRELIMINARY

1.1 Purpose

Yorkshire Cricket is committed to respecting and protecting your privacy.

The Employee Privacy Notice (the **notice**) explains how we may use Personal Data we collect before, during and after your working relationship with us.

1.2 Objectives

This notice seeks to ensure you have the assurance and clarity that Yorkshire Cricket Processes your data lawfully, fairly and in a transparent manner.

1.3 Scope

The notice applies to our current, prospective and former employees, workers, players, contractors, volunteers, non-executive directors, trustees and all persons engaged to undertake work, represent or provide services for or on behalf of Yorkshire Cricket. This notice does not form part of any contract of employment or other contract to provide services.

For the purposes of data protection, the Controller relevant to this notice could be either Yorkshire County Cricket Club, Yorkshire Cricket Foundation or Yorkshire Cricket Board (together, **Yorkshire Cricket**) depending on the processing activity for which we are Processing your Personal Data. If you would like to find out more then please contact us **12. Contacting Us**.

2. DEFINITIONS

Personal Data	means any information relating to an identified or identifiable natural person;
Processing (or Process)	means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction;
Special Categories of Personal Data	means Personal Data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the Processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation;
UK GDPR	means the EU General Data Protection Regulation 2016/679, as transposed into United Kingdom national law by operation of section 3 of the European Union (Withdrawal) Act 2018 and as amended by the Data Protection, Privacy and Electronic Communications (Amendments etc.) (EU Exit) Regulations 2019; and
Yorkshire Cricket	for the purposes of this notice, Yorkshire Cricket refers to Yorkshire County Cricket Club, Yorkshire Cricket Foundation, Northern Diamonds, Northern Superchargers and Yorkshire Cricket Board.

3. WHAT INFORMATION DOES YORKSHIRE CRICKET COLLECT?

3.1 Personal Data

When you interact with us in relation to your work with us, you may provide us with or we may obtain **Personal Data** about you, such as information regarding your:

- personal contact details such as name, title, addresses, telephone numbers, and personal email addresses and emergency contact details;
- date of birth;
- gender;
- marital status, dependants, next of kin, beneficiaries, details of family members and emergency contacts;
- nationality;
- national insurance number and other tax or governmental identifiers;
- bank accounts, payroll and tax status
- salary, insurance, annual leave, pension, benefit entitlements and expenses;
- start date and leaving date;
- location of employment or workplace;
- attendance history;
- driving licence(s) (including copies where we are required to hold such information for identification or insurance purposes where you [or other members of your family] are to use our vehicles) and vehicle details;
- identification documents and information such as passport, utility bills, identity cards, signature etc;
- recruitment (including copies of right to work documentation, past employment history, references and other information included in a CV or cover letter or as part of the application process);
- employment records and notes (including job titles, work history, working hours and schedule, terms of employment, training records, professional memberships, maternity, parental and compassionate leave and details of any home-working assessment for health and safety purposes) and education and professional records/qualifications;
- compensation history and charity donation preferences;
- assessments of your performance, including appraisals, performance reviews and ratings, performance improvement plans and related correspondence;
- disciplinary and grievance information;
- movements though CCTV footage and other information obtained through electronic means such as swipecard and key fob records;

- use of our information and communications systems, including the computers and fixed and mobile phones that we allow you to use, passwords, personal identification numbers, IP addresses, user names and other IT system identifying information;
- images in video and/or photographic form and voice recordings;
- shareholding, option, SARS and dividend entitlement; and
- records of enquiries and other correspondence with you.

3.2 Special Categories of Personal Data

We may also collect, store and use the following **Special Categories of Personal Data** of more sensitive personal information regarding you:

- information about your race or ethnicity, religious beliefs, sexual orientation and political opinions;
- information about your trade union memberships;
- information about your health, including any medical condition, health and sickness records, medical records, physiological data and health professional information; and
- biometric information about you, for example fingerprints, retina scans.

We may not collect all of the above types of Special Categories of Personal Data about you. In relation to the Special Categories of Personal Data that we do Process we do so on the basis that

- the Processing is necessary for reasons of substantial public interest, on a lawful basis;
- it is necessary for the establishment, exercise or defence of legal claims; or
- it is necessary for the purposes of carrying out the obligations and exercising our or your rights in the field of employment and social security and social protection law.

We may also collect criminal records information from you. For criminal records history we Process it on the basis of legal obligations.

4. WHERE WE COLLECT YOUR INFORMATION

We typically collect Personal Data about employees, workers, players, contractors, volunteers, non-executive directors and trustees through the application and recruitment process, either directly from candidates or sometimes from an employment agency or background check provider.

We may sometimes collect additional information from third parties including former employers, credit reference agencies or other background check agencies. We will also collect additional Personal Data in the course of job-related activities throughout the period of you working for us.

Personal Data will be stored in a range of different places, including in your personnel file, in our HR database and in other IT systems (including the email system).

If you are providing us with details of referees, next of kin, beneficiaries, family members and emergency contacts they have a right to know and to be aware of how what Personal Data we hold about them, how we collect it and how we use and may share that information.

Please share this notice with those of them whom you feel are sufficiently mature to understand it. They also have the same rights as set out in **8. Your Rights in Relation to Data**.

5. WHY DOES YORKSHIRE CRICKET PROCESS PERSONAL DATA?

The table below describes the main purposes for which we Process your Personal Data, the categories of your information involved and our lawful basis for being able to do this.

<i>Purpose</i>	<i>Personal Data used</i>	<i>Lawful basis</i>
Non-Special Categories of Personal Data		
Making a decision about your recruitment or appointment and managing the recruitment process and determining the terms on which you work for us	All the personal information we collect for the purposes of the recruitment process;	We need this information to be able to perform and administer the recruitment process for you to engage you. This is necessary to enter into a contract with you.
Checking you are legally entitled to work in the UK	Personal contact details and identification documents and right to work documentation;	We have a legal obligation to do so.
Producing and maintaining business records, staff directories, intranets, websites, brochures and other internal and external business documentation and materials	Personal contact details, location of employment or workplace and employment records;	We have a legitimate interest to maintain up to date business records and materials.
Paying you and, if you are an employee, deducting tax and National Insurance contributions	Personal identifiers and transaction and payment information;	To be able to manage and perform our contract with you. We have a legal obligation to do so.
Providing benefits of employment or working, including flexible benefits and liaising with benefit providers	Personal identifiers, salary, annual leave, pension and benefits entitlement, transaction and payment information;	To be able to manage and perform our contract with you. We may have a legal obligation to do so.

Administering the contract we have entered into with you	All your personal information excluding Special Categories of Personal Data and criminal records information;	To be able to manage and perform our contract with you.
Conducting performance reviews, grievance or disciplinary hearings, managing performance and determining performance requirements and making decisions about compensation and benefits,	Performance, disciplinary and grievance information, employment records, compensation history, salary, annual leave, pension and benefits;	We have a legitimate interest to ensure that our workers are meeting their performance objectives and that the business is managing and controlling the performance process effectively. To be able to manage and perform our contract with you.
Business management and planning, including accounting and auditing, conducting our normal business operations and managing our relationship with you	All your personal information excluding Special Categories of Personal Data and criminal records information;	To be able to manage and perform our contract with you. We have a legitimate interest to run and manage our business.
Assessing qualifications for a particular job or task, including decisions about promotions and ascertaining your fitness to work, education, training and development requirements	Personal identifiers, performance, disciplinary and grievance information, employment records, compensation history, salary, annual leave, pension and benefits and other personal information excluding Special Categories of Personal Data and criminal records information;	We may be legally obliged to do so. To be able to manage and perform our contract with you. We have a legitimate interest to run and manage our business and to ensure that our workers are suitably trained.
Making decisions about your continued employment or engagement or termination of our working relationship	Personal identifiers, performance, disciplinary and grievance information, employment records, compensation history, salary, annual leave, pension and benefits;	We have a legitimate interest to ensure that the workers we engage continue to be suitably qualified and/or appropriate for their role within the business.
Managing absences and other types of leave (including sickness maternity, paternity, adoption, parental and shared parental leave)	Personal identifiers, attendance history and performance;	To be able to manage and perform our contract with you.

		We have a legitimate business interest to ensure that the workers we engage continue to be suitably qualified and/or appropriate for their role within the business.
Complying with health and safety obligations	Personal identifiers, CCTV footage and other information obtained through electronic means such as swipecard and key fob records, working environment information including any home-working assessment records;	We have a legal obligation to comply with Health and Safety laws. We also have a legal obligation to report any accidents at work in accordance with health and safety laws.
Dealing with legal disputes involving you, or other employees, workers, directors and consultants, including accidents at work	All your personal information excluding Special Categories of Personal Data and criminal records information;	To be able to manage and perform our contract with you. We have a legitimate interest to ensure that all legal claims are managed effectively.
For the purposes of ensuring the security of our systems and our information, to ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution	Personal identifiers, CCTV footage and other information obtained through electronic means such as swipecard and key fob records Use of our information and communications systems, including the computers and fixed and mobile phones that we allow you to use, passwords, personal identification numbers, IP addresses, user names and other IT system identifying information;	We have a legitimate business interest in ensuring our systems are secure. To be able to manage and perform our contract with you.
To facilitate the use of our IT systems and monitor your use of our information and communication systems to ensure compliance with our IT policies	Personal identifiers, CCTV footage and other information obtained through electronic means such as swipecard and key fob records Use of our information and communications systems, including the computers and fixed and	We have a legitimate interest in ensuring that our workers use our computer systems and information correctly and efficiently and in compliance with our IT policies.

	mobile phones that we allow you to use, passwords, personal identification numbers, IP addresses, user names and other IT system identifying information;	To be able to manage and perform our contract with you.
To comply with our legal obligations, for example in relation to PAYE, National Insurance, Companies House filings	Personal identifiers, transaction and payment information, national insurance number and other tax or governmental identifiers bank account details, payroll and tax status, name, address, date of birth, other directorships;	We have a legal obligation to do so.
To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution	Personal identifiers, CCTV footage and other information obtained through electronic means such as swipecard and key fob records Use of our information and communications systems, including the computers and fixed and mobile phones that we allow you to use, passwords, personal identification numbers, IP addresses, user names and other IT system identifying information;	We have a legitimate interest in ensuring our systems are secure.
For the purposes of equal opportunities monitoring	Name, title, date of birth; gender; marital status; salary, annual leave, pension and benefits; location of employment or workplace;	We may have a legal obligation to do so and we have a legitimate interest in doing so to make sure our business is a fair place to work.
Storage of records relating to you and also records relating to our business	All non-Special Categories of Personal Data;	To be able to manage and fulfil our contract with you, we may have a legal obligation to do so and we also have a legitimate interest to keep proper records.

For the purpose of complying with any regulatory requirements	All the personal information about you excluding Special Categories of Personal Data and criminal records data;	We may have a legal obligation to comply with regulatory requirements and we have a legitimate interest in complying with regulatory requirements.
Special Categories of Personal Data or criminal records		
Storage of records relating to you and also records relating to our business.	All Special Categories of Personal Data;	We Process Special Categories of Personal Data the basis of the ‘Special Category...’ reasons for Processing your Personal Data referred to in 3.2 Special Categories of Personal Data . Where we process criminal records information for this purpose, we Process it on the basis of legal obligations.
To conduct voluntary surveys and data analytics studies to review and better understand employee experience, employee retention and attrition rates. In some cases, we may publish the results of these studies on our websites in an anonymous and aggregated form	In participating with surveys conducted by us, you may voluntarily provide: employment records; ethnic origin; age, gender, sexual orientation; religion; disability	We Process ‘Special Category...’ reasons for Processing your Personal Data referred to in 3.2 Special Categories of Personal Data . Where not legally required, this processing is necessary for the public interest of ensuring equality of opportunity or treatment between people of different racial or ethnic origins, holding different religious or philosophical beliefs, people with different states of physical or mental health or people of different sexual orientation with a view to enabling such equality to be promoted or maintained throughout Yorkshire Cricket.
We will use information relating to your absence from work, which may include sickness absence or family-	Information about your health, including any medical condition, health and sickness records, medical records and health professional information;	We Process ‘Special Category...’ reasons for Processing your Personal Data referred to in 3.2 Special Categories of Personal Data .

related absences, to comply with employment and other laws.		
We will use information about your physical or mental health to provide you with benefits under your contract	Information about your health, including any medical condition, health and sickness records, medical records and health professional information;	We Process 'Special Category...' reasons for Processing your Personal Data referred to in 3.2 Special Categories of Personal Data.
We will use information about your physical or mental health, or disability status, to ensure your health and safety in the workplace and to assess your fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence and to administer benefits; and	Information about your health, including any medical condition, health and sickness records, medical records and health professional information;	We Process 'Special Category...' reasons for Processing your Personal Data referred to in 3.2 Special Categories of Personal Data.
We will undertake regular mental health and well-being check-ins and use this information to understand how we can support your mental health in the workplace	Information about your health, including any medical condition and health professional information;	We Process 'Special Category...' reasons for Processing your Personal Data referred to in 3.2 Special Categories of Personal Data.
We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation or political beliefs, to ensure meaningful equal opportunity monitoring and reporting.	Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions;	We Process 'Special Category...' reasons for Processing your Personal Data referred to in 3.2 Special Categories of Personal Data.
We will use information about health and wellbeing of playing staff to ensure that we are able to undertake medical and performance functions in relation to our playing staff, and properly respond to their physiological needs and welfare	Information about your health, including any medical condition, health and sickness records, medical records and health professional information;	We Process 'Special Category...' reasons for Processing your Personal Data referred to in 3.2 Special Categories of Personal Data.

<p>For drug and alcohol testing.</p>	<p>Information about your health, including any medical condition, health and sickness records, medical records and health professional information;</p>	<p>We Process 'Special Category...' reasons for Processing your Personal Data referred to in 3.2 Special Categories of Personal Data.</p>
<p>We will use and retain information about criminal convictions to comply with law and in order to determine your eligibility to undertake particular types of work.</p>	<p>Information about your criminal convictions and offences;</p>	<p>For criminal records information we Process it on the basis of legal obligations.</p>

6. WHO HAS ACCESS TO DATA?

We may share your Personal Data with the following parties:

- **Internally within Yorkshire Cricket:** for the purpose of providing a service to you, including People and Culture, the Finance department, external payroll providers, your line manager, the Senior Leadership Team in which you work and external IT support if access to the Personal Data is necessary for the performance of their roles;
- **Any party approved by you;**
- **Other service providers to our business and advisors:** for example, pension administration, benefits provision, occupational health services, professional advisors and administration, CCTV contractors and IT services. All our third-party service providers and other entities in the group are subject to confidentiality arrangements and are required to take appropriate security measures to protect your Personal Data;
- **Prospective new employers:** for the provision of references for you;
- **Other third parties for employment purposes:** for example to obtain employment references from other employers, obtain employment background checks from third-party providers and obtain necessary criminal records checks from the Disclosure and Barring Service;
- **The Government or our regulators:** where we are required to do so by law or to assist with their investigations, supporting the performance of players or other initiatives relating to cricket, including but not limited to the England and Wales Cricket Board; and
- **Police, law enforcement and security services:** to assist with the investigation and prevention of crime and the protection of national security.

6.1 Transferring Your Data Internationally

The Personal Data we collect may be transferred to and stored in countries outside of the UK and the European Union. Some of these jurisdictions require different levels of protection in respect of Personal Data and, in certain instances, the laws in those countries may be less protective than the jurisdiction you are typically resident in. We will take all reasonable steps to ensure that your Personal Data is only used in accordance with this privacy notice and applicable data protection laws and is respected and kept secure and where a third part Processes your data on our behalf we will put in place appropriate safeguards as required under UK GDPR. For further details please contact us by using the details set out in **12. Contacting Us**.

7. HOW LONG WE KEEP PERSONAL INFORMATION FOR

The duration for which we retain your Personal Data will differ depending on the type of information and the reason why we collected it from you. However, in some cases Personal Data may be retained on a long-term basis: for example, Personal Data that we need to retain for legal purposes will normally be retained in accordance with usual commercial practice and regulatory requirements. Generally, where there is no legal requirement we retain all physical and electronic records for a period of 6 years (if you are a current employee, this may be for 6 years after your employment ends). Exceptions to this rule are:

- CCTV records which are held for no more than 30 days unless we need to preserve the records for the purpose of prevention and detection of crime;

- Details regarding unsuccessful job applicants where we hold records for a period of not more than 12 months;
- Information that may be relevant to personal injury claims, employment claims, discrimination claims may be retained until the limitation period for those types of claims has expired. For personal injury or discrimination claims this can be an extended period as the limitation period might not start to run until a long time after you have worked for us.
- Information that may be useful to a pension provider or benefit provider which we may retain for the period that your pension or benefit is payable.

It is important to ensure that the Personal Data we hold about you is accurate and up-to-date, and you should let us know if anything changes, for example if you move home or change your phone number or email address. You may be able to update some of the Personal Data we hold about you through our HR database. Alternatively, you can contact us using the details in **12. Contacting Us** or contact a member of the People and Culture team.

8. YOUR RIGHTS IN RELATION TO PERSONAL DATA

You have the following rights in relation to your Personal Data:

- Access and obtain a copy of your Personal Data on request;
- Require Yorkshire Cricket to change incorrect or incomplete Personal Data;
- Require Yorkshire Cricket to delete or stop of Processing your Personal Data, for example where the Personal Data is no longer necessary for the purposes of Processing;
- Object to the Processing of your Personal Data where Yorkshire Cricket is relying on its legitimate interests as the legal ground for Processing;
- Require Yorkshire Cricket to restrict Processing of your Personal Data, where certain requirements are met;
- Require Yorkshire Cricket to delete your Personal Data, where certain requirements are met;
- Request Yorkshire Cricket to transfer elements of your Personal Data either to you or another service provider ('right to data portability'), where certain conditions apply.

If you would like to exercise any of these rights, please contact the Data Protection Officer using the details set out at **12. Contacting Us**.

If you believe we have not complied with your data protection rights, you can complain to the Information Commissioner by writing to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF, or online at www.ico.org.uk.

However, we are here to help and encourage you to contact us to resolve your complaint first.

9. WHAT IF YOU DO NOT PROVIDE PERSONAL DATA?

You have some obligations under your employment contract to provide Yorkshire Cricket with Personal Data. In particular, you are required to report absences from work and may be required to provide information about disciplinary or other matters under the implied duty of good faith. You may also have to provide us with Personal Data in order to exercise your statutory rights, such as in relation to statutory leave entitlements.

Certain information, such as contact details, your right to work in the UK and payment details, have to be provided to enable us to enter a contract of employment with you.

10. AUTOMATED DECISION-MAKING

Employment decisions are not based solely on automated decision-making.

11. CHANGES TO THIS NOTICE

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so.

12. CONTACTING US

In the event of any query or complaint in connection with the information we hold about you, please email Yorkshire Cricket Data Protection Officer at data@yorkshireccc.com, or write to us at Headingley Cricket Ground, Kirkstall Lane, Headingley LS6 3DP.