

## HUNSTANTON CROQUET CLUB - EACF COURT BOOKING SYSTEM (CBS) USER SET-UP FORM - INFORMATION

The purpose of this form is to collect your personal data to assist with the administration of this system for booking lawns by named players on specific dates and times at Hunstanton Croquet Club. The data may also be used to assist the tracking and tracing of contacts (e.g. for Public Health purposes like COVID-19 Track & Trace systems).

### **DATA SHARING** and compliance with the General Data Protection Regulations (GDPR)

Your contact sharing preferences are currently recorded on the CA Membership Database. Your data is encrypted and only available to CA officials, authorised club officers and may be viewed by others according to your data sharing preferences which are denoted by a book icon against your name which will be in one of three states:

- Closed book - No data sharing (Information only visible to club Secretary and the CA management).
- Partially open book - Data sharing with own club members and members of any other clubs of which you are a member.
- Fully open book - Data sharing with all members of the CA.

Wherever possible, we will use your contact details as held on the Croquet Association (CA) Membership database. It is your responsibility to ensure that these are up to date. You can either amend them yourself by logging on to the CA Membership Database via the CA's website using the link <https://www.croquet.org.uk/?p=members> or if you do not have internet access, the Club Secretary will up-date changes for you either from your latest Annual Membership Renewal form or in year on receipt of written notification of changes.

### **WHAT DATA DO I NEED TO PROVIDE IN ORDER TO USE THE EACF CBS?**

To be able to use the East Anglia Croquet Federation (EACF) Court Booking System (CBS), you will need to let us know how you wish to be identified on that system. The standard user identification (User ID) is your surname and first initial, alternatively the system will allow the use of an email address. Obviously, these should be unique. If you are in the habit of frequently changing your email service provider, then you may prefer to use your name which is less likely to change.

### **HOW DO I FIND SOMEONE TO PLAY WITH?**

- Many of you will have exchanged contact details with other members of the club and may wish to arrange games with them.
- If you want a wider group of contacts, then the CA Membership Database will be the primary tool for you to make contact with other club members.
- Alternatively, we could provide a list of players who may wish to be 'invited to play' and their preferred playing sessions.

Once you have arranged a game, then decide which of you is going to make the on-line booking at Hunstanton on the EACF CBS.

### **HOW DO I LOG ON TO THE EACF CBS?**

Once you have a User ID, which will be emailed to you, you can log on to the system using the following link: <https://angliacroquet.uk/cbs/day.php?club=13>. You then choose an available date, time and lawn slot and enter your Name and that of your Partner. Help is available on the system.

### **WHO ELSE CAN SEE THE BOOKINGS?**

As with all systems the System Administrators at the EACF can see the bookings made on the system and the club administrators can see the bookings made for their Club. Additionally, anyone logging on to the system will be able to see which lawns have been booked and which are available. The data is encrypted.

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**PLEASE RETURN THIS COMPLETED FORM TO:**

Treasurer (Acting Secretary), Hunstanton Croquet Club, c/o 1 Styleman Road, Hunstanton, Norfolk PE36 5PW.

EACF CBS User ID	Your details
What <b>Name</b> do you wish to be known by (The system uses the following format e.g. SurnameFirstInitial, SmithJ)?	
What is your <b>email address</b> (e.g. <a href="mailto:jsmith3456@internetserviceprovider.com">jsmith3456@internetserviceprovider.com</a> )?	
How do you wish to be identified on the EACF CBS by name or email address (circle your preference).	Name or email address

DEMAND FOR LAWNS					
In order to assist us in determining demand for lawns it would be helpful if you would indicate below which of these daily sessions you are most likely to make use of:					
Session / Preference	1 <sup>st</sup> Choice	2 <sup>nd</sup> Choice	3 <sup>rd</sup> Choice	Seldom	Other (Please specify)
Morning					
Afternoon					
Evening					

FINDING PLAYING PARTNERS	
Are you prepared to share your playing preferences with other club members?	Yes / No
Yes – I wish to share my playing preferences with other club members.	
No – I do not want to share my playing preferences with other club members.	

CONSENT	
I wish to use the EACF's Court Booking System for Hunstanton Croquet Club and agree to sharing my contact details for this purpose.	
Signed:	
Full Name:	
Date:	