

## **WILMSLOW LIGHTNING NETBALL CLUB DATA PROTECTION POLICY**

We are committed to respecting your privacy. This notice is to explain how we may use personal information we collect before, during and after your membership with us. This notice applies to you if you have registered to become or are a member of our club. This notice explains how we comply with the law on data protection, what your rights are and for the purposes of data protection we will be the controller of any of your personal information. This document refers to 'you' as being all playing members of the club plus parents/guardians for those members under 18. 'You' may also refer to coaches and volunteers.

References to **we**, **our** or **us** in this privacy notice are to WILMSLOW LIGHTNING NETBALL CLUB "WLNC"

We fully comply with the Data Protection Act 1998 and The European Union General Data Protection Regulations (GDPR) 2018.

We have not appointed a Data Protection Officer to oversee our compliance with data protection laws as we not required to do so, but our Safeguarding Officer and Treasurer has overall responsibility for data protection compliance in our organisation. Contact details are set out in the "Contacting us" section at the end of this privacy notice.

We gather information for the purpose of running the club and keeping in contact with players and parents.

**We do not use this information for any marketing purposes.**

### **PERSONAL INFORMATION WE MAY COLLECT FROM YOU**

You may initially provide us with or we may obtain **personal information** about you as listed below. This information will be maintained by the Treasurer and will be password protected and may also be accessed by members of the committee of WLNC 'committee' . The information is:

- personal contact details that allows us to contact you directly such as name, title, email addresses and telephone numbers;
- date of birth;
- gender;
- membership start and end date;
- records of your interactions with us such as telephone conversations, emails and other correspondence and your instructions to us;
- records of your attendance at any events hosted by us;
- school
- images in video and/or photographic form and voice recordings;
- details of next of kin, family members, coaches and emergency contacts;
- any disciplinary and grievance information;
- availability for games and tournaments and training
- Fees outstanding or due

Coaches and team managers will be provided with extracts of the above information as required for running the teams, in particular,

- Necessary information to register players for competitions
- Emergency contact information
- Medical conditions

Information submitted by potential club members

- Contact details
- Playing experience and school
- Date of birth

## WHERE WE COLLECT YOUR INFORMATION

We typically collect personal information about our members when you apply to become a member of the club and on renewal of your annual membership.

If you are providing us with details of next of kin, family members and emergency contacts they have a right to know and to be aware of how what personal information we hold about them, how we collect it and how we use and may share that information. Please share this privacy notice with those of them whom you feel are sufficiently mature to understand it. They also have the same rights as set out in the "**Your rights in relation to personal information**" section below.

## WHERE WE HOLD YOUR DATA

Hard copies of membership forms are held by the Treasurer.

Membership information is then held in a password protected spreadsheet with full access given only to the Chair, Head Coach, Treasurer and Membership Secretary.

Hard and/or soft copy extracts of this information are provided to the coach and team managers of each team so coaches and team managers only have access to their own team information

Email information is retained by the relevant volunteer

Other information such as photographs from events and club administration is held in a password protected dropbox.

## USES MADE OF THE INFORMATION

To communicate with members regarding matches and club information

To safeguard the members with regard to emergency contact information and medical conditions

To affiliate members with England Netball

To enter teams in leagues and tournaments

To allow communication re match availability and performance

Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time, which you may do by contacting us as described in the "Contacting us" section below.

Please note however that the withdrawal of your consent will not affect any use of the data made before you withdrew your consent and we may still be entitled to hold and process the relevant personal information to the extent that we are entitled to do so on bases other than your consent. Withdrawing consent may also have the same effects as not providing the information in the first place, for example we may no longer be able to provide certain member benefits to you.

## DISCLOSURE OF YOUR PERSONAL INFORMATION

We share personal information with the following parties:

- **Any party approved by you.**
- **To any governing bodies or regional bodies for the sports covered by our club:** to allow them to properly administer the sports on a local, regional and national level so specifically England Netball and county netball.
- Organisers of netball leagues and county tournaments.

We will not share any medical information with third parties.

## HOW LONG DO WE KEEP PERSONAL INFORMATION FOR?

- We will retain your personal information for as long as you are a member of the club.

- On leaving the club you can request that your personal information is destroyed by contacting the Treasurer.

It is important to ensure that the personal information we hold about you is accurate and up-to-date, and you should let us know if anything changes, for example if you change your phone number or email address. Alternatively, you can contact us by using the details set out in the "**Contacting us**" section below.

## **YOUR RIGHTS IN RELATION TO PERSONAL INFORMATION**

You have the following rights in relation to your personal information:

- the right to be informed about how your personal information is being used;
- the right to access the personal information we hold about you;
- the right to request the correction of inaccurate personal information we hold about you;
- the right to request the erasure of your personal information in certain limited circumstances;
- the right to restrict processing of your personal information where certain requirements are met;
- the right to object to the processing of your personal information;
- the right to request that we transfer elements of your data either to you or another service provider; and
- the right to object to certain automated decision-making processes using your personal information.

If you have any questions relating to your rights, please contact us by using the details set out in the "Contacting us" section below.

If you are unhappy with the way we are using your personal information you can also complain to the UK Information Commissioner's Office or your local data protection regulator. We are here to help and encourage you to contact us to resolve your complaint first.

## **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. Where required by law we will seek your consent to changes in the way we use your personal information.

## **CONTACTING US**

In the event of any query or complaint in connection with the information we hold about you, please email [treasurerwlnetball@hotmail.com](mailto:treasurerwlnetball@hotmail.com) or [safeguardingwlnetball@hotmail.com](mailto:safeguardingwlnetball@hotmail.com).