

Ashbourne Netball Club

PRIVACY NOTICE FOR OUR MEMBERS

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.

References to we, our or us in this privacy notice are to the Ashbourne Netball Club

We are not required to appoint a Data Protection Officer (DPO); but we have chosen to do so. Contact details are set out in the "Contacting us" section at the end of this privacy notice.

1 PERSONAL INFORMATION WE MAY COLLECT FROM YOU

- Depending on the type of membership you register for with us, you may initially provide us with or we may obtain **personal information** about you; such as information regarding your:
 - 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;
 - references and other information as part of the application process for membership;
 - records of your interactions with us such as telephone conversations, emails and other correspondence and your instructions to us,
 - use of and movements through our online portal, passwords, personal identification numbers IP addresses, user names and other IT system identifying information,
 - records of your attendance at any events hosted by us,
 - images in video and/or photographic form and voice recordings,
 - identification documents such as passport and identity cards,
 - details of any county membership and England netball affiliations
 - details of next of kin, family members, coaches and emergency contacts;
 - records and assessment of any player rankings, grading or ratings, competition results, details regarding [events/matches/games] attended and performance(including that generated through player pathway programme)
 - any disciplinary and grievance information,

2. SPECIAL CATEGORIES OF PERSONAL INFORMATION

We may also collect, store and use the following **"special categories"** of more sensitive personal information regarding you.

- information about your health, including any medical condition, health and sickness records, medical records and health professional information; and

We may not collect all of the above types of special category personal information about you. In relation to the special category personal data that we do process we do so on the basis that

- based on your explicit consent.

In the table below' we refer to these as the "special category reasons for processing of your personal data".

3 WHERE WE COLLECT YOUR INFORMATION

We typically collect personal information about our members when you apply to become a member of the club, you register an account with us at www.ashbournenetballclub.co.uk; when you participate in club events (e.g. training, matches) or when you correspond with us by phone, e-mail or in some other way.

We also may collect personal information about you from any third party references you provide as part of the application process for 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 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.

4. USES MADE OF THE INFORMATION

The table below describes the main purposes for which we process your personal information: the categories of your information involved and our lawful basis for being able to do this.

Purpose	Personal information used	Lawful basis under UK GDPR & DPA 2018
To administer any membership you have with us and managing our relationship with you.	All contact and membership details, ordering of clothing & equipment relating to our club, and records of your interactions with us.	Article 6 (b) Lawful basis - contract
To send you information which is included within your membership, including details about fixtures and events being arranged by ANC and any updates on Netball	Contact and membership details.	Article 6 (b) Lawful basis - contract
To send you information we think you might find useful or which you have requested from us, including our newsletters, information about membership or club events	Contact and membership details	Article 6 (b) Lawful basis - contract
To answer your queries or complaints	Contact details and records of your interactions with us	Article 6 (b) Lawful basis - contract

Retention of records	All the personal information we collect.	Article 6 (b) Lawful basis - contract Article 9 (a) Condition - Explicit Consent
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The security of our IT systems	Your usage of our IT systems and online portals.	Article 6 (c) Legal Obligation under UK GDPR
For the purposes of promoting the club, our events and membership.	Images in video and/or photographic form.	Where you have given us your explicit consent to do so.
To comply with health and safety requirements	Records of attendance, medical information about your health	Article 6 (c) Lawful Basis - Legal Obligation under UK GDPR
To administer your attendance at any courses or programmes you sign up to	All contact and membership details, Details of any county, regional or national membership and performance data.	Article 6 (b) Lawful basis - contract
To arrange for any trip or transportation to and from an event	Identification documents details of next of kin: family members and emergency contacts, health and medical information.	Article 6 (b) Lawful basis - contract and Article 9 (a) Condition - Explicit Consent
To use information about your physical or mental health (including any injuries) or disability status, to ensure your health and safety and to assess your fitness to participate in any events or activities we host.	Health and medical information	Article 6 (b) Lawful basis - contract and Article 9 (a) Condition - Explicit Consent

To gather evidence for possible grievance or disciplinary hearings	All the personal information we collect	Article 6 (b) Lawful basis - contract and Article 9 (a) Condition - Explicit Consent
To comply with legal obligations, for example, regarding people working with children or vulnerable adults to comply with our safeguarding requirements	Information about your Disclosure and Barring Service (DBS) registrations	Article 6 (c) Lawful Basis - Legal Obligation under UK GDPR

For some of your personal information you will have a legal, contractual or other requirement or obligation for you to provide us with your personal information. If you do not provide us with the requested personal information we may not be able to admit you as a member or we may not be able to properly perform our contract with you or comply with legal obligations and we may have to terminate your membership. For other personal information you may not be under an obligation to provide it to us, but if you do not provide it then we may not be able to properly perform our contract with you.

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.

5. **DISCLOSURE OF YOUR PERSONAL INFORMATION**

We share personal information with the following parties:

- Any party approved by you.
- Team Managers, Coaches, Club Officials & Committee Members
- Team Managers/Coaches may use your mobile phone number to contact you and other members of your team via a WhatsApp group chat or similar. Your mobile number may be visible to other members to you or your child's team and we need confirmation that this is acceptable. The following message will be sent out to each member of the team before being put into a new group chat. "Under the new GDPR law need to gain your permission to use your mobile number within a group chat. As the coach of (team name) we would like to use this group as a way of communication with all members of you or your child's team. Your mobile number may be visible to other members of this group and we need to gain confirmation that this is acceptable. Can I ask you firstly to confirm you are happy to be part of this group chat and secondly that any numbers on this group will not be passed on to ANYONE outside of the group without specific permission of that person."
- 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.

- The Government or our regulators: where we are required to do so by law or to assist with their investigations or initiatives.
- Police, law enforcement and security services: to assist with the investigation and prevention of crime and the protection of national security.

6 TRANSFERRING YOUR PERSONAL INFORMATION INTERNATIONALLY

The personal information we collect is not transferred to and stored in countries outside of the UK and the European Union.

7. HOW LONG DO WE KEEP PERSONAL INFORMATION FOR?

The duration for which we retain your personal information will differ depending on the type of information and the reason why we collected it from you. However, in some cases personal information may be retained on a long-term basis: for example, personal information 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 delete all physical and electronic records at the end of each season or upon cessation of your membership. Exceptions to this rule are:

- Information that may be relevant to personal injury or 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 the event.

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, email address or if there are any medical issues. You can inform us by using the "update your details form" on the website and giving it to one of the club committee members, who will make the relevant updates.

8 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.

You should note that some of these rights, for example the right to require us to transfer your data to another service provider or the right to object to automated decision making, may not apply as they have specific requirements and exemptions which apply to them and they may not apply to personal information recorded and stored by us. For example, we do not use automated decision making in relation to your personal data. However, some have no conditions attached, so your right to withdraw consent or object to processing for direct marketing are absolute rights.

Whilst this privacy notice sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>.

To exercise any of the above rights, or 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.

9 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.

10 CONTACTING US

In the event of any query or complaint in connection with the information we hold about you, please write to Ashbourne Netball Club via email ashbournenetballclub1@gmail.com

If you are not satisfied with our response to your complaint in relation to your rights under UK GDPR/DPA2018 you can of course contact:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303123113 or 01625 545745
www.ico.org.uk/concerns