



Data protection and privacy notice

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 involvement with us. 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 **Skybound Netball Club**. We have not appointed a Data Protection Officer to oversee our compliance with data protection laws as we not required to do so, but therefore will share responsibility within each team coach for data protection compliance in our organisation. 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**

You may provide us with or we may obtain **personal information** about you, such as information regarding you're:

- Personal contact details that allows us to contact you directly such as name, title, email addresses and telephone numbers;
- Emergency contact information
- Date of birth;
- Records of your attendance at any events, workshops, training and matches delivered by us or our sports partners;
- Images in video and/or photographic form
- Any payment or bank details you provide so that we can receive payments from you or you can receive refunds from us and details of the financial transactions with you;
- Previous Netballing experience – i.e School/Club/Never

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 race or ethnicity
- Information about your health, including any medical condition, health and sickness records, medical records and health professional information.

We may also collect criminal records information from you. For criminal records history we process it on the basis of legal obligations or based on your explicit consent (for example, in the assessment of a valid Disclosure & Barring Service Check).

3. Where We Collect Your Information

We typically collect personal information when you sign up, make an application for registration, when you make a query and/or complaint or when you correspond with us by phone, e-mail or in some other way.

We also may collect personal information about you when you attend one of the events or workshops hosted by us.

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
To contact member/ emergency contact	Contact details of members and emergency contact details	We have a legitimate interest to hold this information in order to communicate with a member of the organisation and to contact and emergency contact if necessary, this will be in the form of Facebook, Twitter, Website, What's App, email, text and telephone, members will be given a form to fill to enable which form of communication they choose best. This will be based on permission from the member in the form of a contact sheet and to comply with the All England Netball affiliation sheet provided.
To deal with your queries or complaints	Contact details and records of your interactions with us.	We have a legitimate interest to provide complaint handling services to you in case there are any issues with the service we provide.
Previous Sporting Experience	Details based on the new members experience	To assess and monitor the level of which the participant is able to play to safeguard their standards and to comply with the All England Netball affiliation sheet provided.
Retention of records	All the personal information we collect.	We have a legitimate interest in retaining records whilst they may be required in relation to complaints. We need to retain records in order to properly administer the complaint.
To conduct data analytics studies to better understand event attendance and trends within sport & physical activity in the region	Records of your attendance at any events or competitions hosted by us.	We have a legitimate interest in doing so to monitor attendance levels and capacity within the club and that our events continue to improve.

<p>For the purposes of fundraising events, workshop events, social events, sporting events such as tournaments, local media, All England Netball Magazine social media including Facebook/twitter/ what's app groups, website, and emails/texts, all to progress, share and support our special talents and memories as an organisation.</p>	<p>Images in video and/or photographic form, quotes from participants.</p>	<p>Where you have given us your explicit consent to do so. This is covered specifically in the form of permission forms to all members.</p>
<p>To comply with health and safety requirements</p>	<p>Records of attendance and health and medical information</p>	<p>We have a legal obligation and a legitimate interest to provide you and other members of our organisation with a safe environment in which to participate in sport & physical activity. We hold special category personal data, to provide and comply with All England Netball with the correct affiliation details, for insurance purposes.</p>
<p>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 of the activities or events we host</p>	<p>Health information</p>	<p>We process special category personal data on the basis of the "special category reasons for processing of your personal data" referred to in section 2 above, and to assist with any needs that may arise, and to comply with the All England Netball affiliation sheet provided.</p>
<p>For the purposes of equal opportunities monitoring</p>	<p>Name, title, date of birth, information about your race or ethnicity, and health information.</p>	<p>We have a legitimate interest to promote an environment for sport & physical activity that is inclusive, fair and accessible. and to comply with the All England Netball affiliation sheet provided. We process special category personal data on the basis of the "special category reasons for processing of your personal data" referred to in section 2 above.</p>
<p>To administer your attendance at any courses, events or programmes you sign up to.</p>	<p>All contact details, date of birth, gender, health and medical information</p>	<p>This is necessary to enable us to register you on to and arrange for the effective delivery of our development programmes and events. We process special category personal data on the basis of the "special category reasons for processing of your personal data" referred to in section 2 above.</p>

To make/receive payments to/from you where we have agreed to fund an event and affiliate to the club and league.	Transaction and payment data	This is necessary for the club to run as it is a non-profit organisation.
To comply with legal obligations, for example, regarding people working with children or vulnerable adults	Information about your criminal convictions and offences	For coaches and any volunteers we process criminal records history in the form of DBS to safeguard the club and its members, and to comply with the All England Netball regulations.
Any other processing activities in line with carrying out our charitable objectives	This will be identified at the point of contact	This will be identified at the time, and to comply with the All England Netball regulations.

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 properly perform our contract with you or comply with legal obligations and we may have to terminate any agreement with you. For other personal information you may not be under an obligation to provide it to us.

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 benefits to you.

5. Direct Marketing

Email marketing: from time to time, we may contact you by email with information about Events and services we believe you may be interested in relating to our organisation, and our charitable objectives.

We will only send messages to you in accordance with the preferences you set.

Disclosure of your personal information

We may share personal information with the following parties:

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 retain all physical and electronic records for a period of 7 years after your last contact with us.

Exceptions to this rule are:

- Information that may be relevant to personal injury 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 the event.
- Information that may be relevant to projects that we fund may be retained for longer periods in order to allow us to assess the longer-term impact of our support for projects relating to our fundraising objectives.
- Information that may be relevant to funding that we received in order to carry out our fundraising objectives

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. You can contact us by using the details set out in the "**Contacting us**" section below.

9. 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 object to certain automated decision-making processes using your personal information.

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.

10. 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.

11. Contacting Us

In the event of any query or complaint in connection with the information we hold about you, please email Skybound.netball@yahoo.co.uk

FAO the Data Protection Officers.