



# WOKINGHAM NETBALL CLUB DATA PROTECTION POLICY

## Summary of how we use your data

- Wokingham Netball Club uses your personal data to manage and administer your membership and your involvement with the club, and to keep in contact with you for these purposes.
- Some data may be shared with the Berkshire Netball, South Netball and All England Netball, who use your data to regulate, develop and manage the game.
- Where we, Berkshire Netball, South Netball or All England Netball rely on your consent, such as any consent we seek for email marketing, you can withdraw this consent at any time.
- Amongst the data we collect from you may be medical (including injury) information. We will hold this where you (or your parent) have given consent, so that we can ensure we are aware of your condition and can that you are supported appropriately.

## What does this policy cover?

This policy describes how Wokingham Netball Club (also referred to as “the Club”, “we” or “us”) will make use of the data we handle in relation to our members and players and officials. It also describes your data protection rights, including a right to object to some of the processing which we carry out. More information about your rights, and how to exercise them, is set out in the “What rights do I have?” section.

## What information do we collect?

We collect and process personal data from you or your parent when you join and when we carry out annual renewals of your membership. This may include:

- your name
- your gender,
- your date of birth,
- your All England Affiliation details
- your home address, email address and phone number;
- your payment and/or bank account details, where you provide these;
- your medical conditions or disability, where you provide this to us with your consent (or your parent’s consent) to ensure we are aware of any support we may need to provide to you.

Some information will be generated as part of your involvement with us, in particular data about your performance, involvement in particular matches in match reports and details of any disciplinary issues or incidents you may be involved in on and off the pitch, such as within health and safety records.

## What information do we receive from third parties?

Sometimes, we receive information about you from third parties. For example, if you are a child, we may be given information about you by your parents.

We may receive information relating to your existing registrations with other netball clubs, netball bodies or disciplinary history from the All England Netball.



### **How do we use this information, and what is the legal basis for this use?**

We process this personal data for the following purposes:

- To fulfil a contract, or take steps linked to a contract: this is relevant where you make a payment for your membership and any merchandise, or enter a competition. This includes:
  - taking payments;
  - communicating with you;
  - providing and arranging the delivery or other provision of products, prizes or services;
- As required by the Club to conduct our business and pursue our legitimate interests, in particular:
  - we will use your information to manage and administer your membership and your involvement, and to keep in contact with you for these purposes;
  - we may also use data to maintain records of our performances and history, including match reports, score lines and team sheets;
- Where you give us consent:
  - we may handle medical or disability information you or your parent provides to us, to ensure we support you appropriately;
  - on other occasions where we ask you for consent, we will use the data for the purpose which we explain at that time.
- For purposes which are required by law:
  - we maintain records such as health and safety records and accounting records in order to meet specific legal requirements;
  - where you hold a role at the Club requiring us to check your right to work, we may process information to meet our statutory duties;
  - we may respond to requests by government or law enforcement authorities conducting an investigation.

### **How does the Club use any of my information?**

The club uses this information as follows:

- As required by the Club to conduct its business and pursue its legitimate interests, in particular:
  - communicating with you where necessary to administer the activities of the Club;
  - administering and ensuring the eligibility of players, match officials and others involved in the Club;
  - maintaining records of the games played, in particular maintaining details of discipline and misconduct;
  - ensuring compliance with the current All England Netball Rules and Regulations including those on the affiliation and registration of players.
- For purposes which are required by law:
  - The Club may respond to requests by government or law enforcement authorities conducting an investigation.



### **Who will we share this data with, where and when?**

We may share data with Berkshire Netball, South Netball and All England Netball.

Personal data may be shared with government authorities and/or law enforcement officials if required for the purposes above, if mandated by law or if required for the legal protection of our or the All England Netball's legitimate interests in compliance with applicable laws.

We will only share your data with other bodies with your consent

Where information is transferred outside the EEA, and where this is to a stakeholder or vendor in a country that is not subject to an adequacy decision by the EU Commission, data is adequately protected by EU Commission approved standard contractual clauses, an appropriate Privacy Shield certification or a vendor's Processor Binding Corporate Rules. A copy of the relevant mechanism can be provided for your review on request.

### **What rights do I have?**

You have the right to **ask us for a copy** of your personal data; to **correct, delete or restrict** (stop any active) processing of your personal data; and to **obtain the personal data you provide to us for a contract or with your consent in a structured, machine readable format**.

In addition, you can **object to the processing** of your personal data in some circumstances (in particular, where we don't have to process the data to meet a contractual or other legal requirement, or where we are using the data for direct marketing).

These **rights may be limited**, for example if fulfilling your request would reveal personal data about another person, or if you ask us to delete information which we are required by law to keep or have compelling legitimate interests in keeping.

You have the same rights for data held by All England Netball.

To exercise any of these rights, you can get in touch with us. If you have unresolved concerns, you have the **right to complain** to the Information Commissioner's Office.

### **How do I get in touch with the Club?**

We hope that we can satisfy queries you may have about the way we process your data. If you have any concerns about how we process your data, you can get in touch at [wnctreasurer@outlook.com](mailto:wnctreasurer@outlook.com).

### **How long will you retain my data?**

We process the majority of your data for as long as you are an active member and for up to 5 years after this.

We will retain information held to maintain statutory records in line with appropriate statutory requirements or guidance.

Records of your involvement in a particular match, on team sheets, on results pages or in match reports may be held indefinitely both by us and the All England Netball in order to maintain a record of the game.