

## PRIVACY POLICY

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Hatfield Netball Club is committed to ensuring that personal information is held fairly, lawfully and securely in accordance with data protection laws.

This policy covers the different elements of personal information we collect from you, what we do with the information, how long we will hold it, what we won't do with the information, as well as what rights you have.

### Introduction to Data Protection

We have an obligation under Regulation (EU) 2016/679 of the European Parliament – the General Data Protection Regulation ('GDPR') to provide you with information about how and why we use your data. We recognise our obligations and your legal rights set out in the GDPR. We are committed to protecting and respecting your privacy by complying with the principles of the GDPR.

### Who are 'we'?

In this policy, whenever you see the words 'we', 'us' or 'our', it refers to Hatfield Netball Club (Company no: 09820814) Our registered offices are 6, High Street, Wheathampstead AL4 8AA.

### Data Protection Officer

Hatfield Netball Club does not have a Data Protection Officer. However, for information and queries about data protection compliance, email: [hatfieldnetballclub90@gmail.com](mailto:hatfieldnetballclub90@gmail.com).

### Amendments to our Privacy Policy

If we amend our privacy policy, any changes will be published on our website. If necessary, this will be brought to your attention.

This policy was last updated on: 28/06/18.

### What is personal data?

'Personal data' means any information relating to a living individual ('data subject') who can be identified, directly or indirectly by the information.

### The types of personal data we may collect

Examples of the sorts of data that we may collect include, but are not limited to, the following:

- Full name and personal details (e.g. photograph, driving licence, passport number);
- Contact information (e.g. home address, email address, telephone numbers);
- Date of birth and/or age;
- Special categories of data such as medical history or race or ethnicity, disability or sexual orientation;
- Family, lifestyle or social circumstances;
- Education and employment details;
- Next of kin and emergency contact information;
- Imagery in video and/or photographic form and voice recordings;
- Criminal convictions and offences;
- Records of participation at events/sessions/competition;
- Records of enquiries and other correspondence with you;
- Marketing email lists

## How we use your personal information

We collect, store and process personal data for several purposes, mainly: our membership, programme and course administration; event and competition management; and financial accounting. We will not use any of the information that we collect from you, or about you, for any purpose other than those listed in this document or for purposes that are similar. If we would like to use your personal data in any other way, we will present you with relevant information at the point at which one of these additional purposes arises.

The GDPR provides that legally we might hold and process your information for any of the following four reasons and we have included below a summary of what that means for Hatfield Netball Club and how we might use information you provide to us:

Where required to perform a **CONTRACT**. For example:

- To fulfil our contractual relationship with England Netball.

Where required to comply with our **LEGAL OBLIGATIONS**. For example:

- To comply with health and safety requirements. For example, to ensure the safe running of netball sessions and to enable adaptations as required;
- To comply with safeguarding requirements. For example, working with children or vulnerable adults;
- To ensure we are offering equitable access to our services to avoid discrimination; and
- For the prevention of fraud and other criminal activities.

Where there is a **LEGITIMATE INTEREST**. For example:

- To correspond and to answer queries and complaints;
- To create a better understanding of players, supporters, customers or visitors. We may process the personal data of those that engage with Hatfield Netball Club for the purposes of research. This is to ensure that we are offering the best service that we can, to understand trends and enable us to improve delivery of the sport.;
- To arrange for any trips or transportation of officials, athletes or volunteers to events;
- To comply with awarding bodies' accreditation obligations; and
- To administer and monitor attendance at events and competitions.

Where you have provided **CONSENT**. For example:

We may use and process your personal information where you have **consented** for us to do so for the following purposes:

- Promoting the sport, our events, opportunities and services; and
- Sending newsletters.

## Retaining your information

We do not retain personal information in an identifiable format for longer than is necessary. Where you have specifically consented for us to retain your data, we will only hold the data for the duration of your consent.

## Children

Children's data are collected and processed in accordance with the information below. Parents and guardians are expected to ensure that the children they are responsible for are aware of how their personal data will be processed by us. We require parental or guardian consent to process personal data of any child under the age of 14.

## Using your information for marketing

From time to time we may send marketing information to you concerning netball related activities. If you do not wish to receive such information please advise us accordingly.

## Sharing your personal data and data processing

We only share personal data where we are required by law or with the following:

- Coaches, administrators and volunteers connected with Hatfield Netball Club;
- England Netball;
- County Netball Associations;
- Regional Netball Associations;
- Leagues;
- Other netball clubs affiliated to England Netball; and
- Anyone else where we have your consent.

## International transfer

The personal information we collect may be transferred to and stored in countries outside of the UK and the European Union. Some of these jurisdictions require different levels of protection in respect of personal information and, in certain instances, the laws in those countries may be less protective than the jurisdiction you are resident. We will take all reasonable steps to ensure that your personal information is used only in accordance with this privacy notice and applicable data protection laws and is respected and kept secure. Where a third party processes your data on our behalf we will put in place appropriate safeguards as required under data protection laws.

International organisations we work with include

**Dropbox** is a secure online file sharing and storage platform. It may store, process and transmit information in the United States and locations around the world. Information may also be stored locally on the devices used to access the Services. Dropbox complies with the EU-US and Swiss-US Privacy Shield which is approved by the EU in relation to data protection practices. Their registration can be reviewed on the Privacy Shield website [www.privacyshield.gov/list](http://www.privacyshield.gov/list).

**Google Cloud Platform** is used for Google Docs. Google Cloud Platform subscribes to the EU-US Privacy Shield which is approved by the EU in relation to data protection practices. Their registration can be reviewed on the Privacy Shield website [www.privacyshield.gov/list](http://www.privacyshield.gov/list).

## Information Security

We use all reasonable endeavours to keep personal information secure wherever we collect personal data online. We place a great importance on the security of all personally identifiable information associated with our members and applicants. We will take all steps reasonably necessary including policies, procedures and security features to ensure that information about you is treated securely and protected from unauthorised and unlawful access and used in accordance with this privacy policy. We have security measures in place to attempt to protect against the loss, misuse and alteration of personal data under our control or being transferred.

Our website may, from time to time, contain links to and from the websites of third parties. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

## What we don't do with your information

We never sell or share your information with other organisations to use for their own purposes other than provided for elsewhere in this document.

## Your rights

The GDPR grants you certain rights ('information rights') which we summarise below.

Right of access	You have the right to obtain confirmation from Hatfield Netball Club as to whether or not personal data concerning you are being processed, and, where that is the case, you have the right to access that personal data.
Right to rectification	You have the right to oblige Hatfield Netball Club to rectify inaccurate personal data concerning you. Taking into account the purposes of the processing, you have the right to have incomplete personal data completed by providing a supplementary statement.
Right to erasure (right to be forgotten)	You have the right (under certain circumstances, but not all) to oblige Hatfield Netball Club to erase personal data concerning you.
Right to restriction of processing	You have the right (under certain circumstances, but not all) to oblige Hatfield Netball Club to restrict processing of your personal data. For example, you may request this if you are contesting the accuracy of personal data held about you.
Right to data portability	You have the right (under certain circumstances, but not all) to oblige Hatfield Netball Club to provide you with the personal data about you which you have provided to Hatfield Netball Club in a structured, commonly used and machine-readable format. You also have the right to oblige Hatfield Netball Club to transmit the data to another controller.
Right to withdraw consent	If the lawful basis for processing is consent, you have the right to withdraw that consent.
Right to object to direct marketing	Where your personal data are processed for direct marketing purposes, you have the right to object at any time to processing of your personal data for marketing, which includes profiling to the extent that it is related to such direct marketing.
Rights in relation to automated decision making and profiling	Hatfield Netball Club does not perform any automated decision-making based on personal data that produces legal effects or similarly significantly affects you.

## Your right to lodge a complaint with a supervisory authority

If you wish to exercise any of your rights concerning your personal data, you should contact us at [hatfieldnetballclub90@gmail.com](mailto:hatfieldnetballclub90@gmail.com).

Hatfield Netball Club is not a 'public authority' as defined under the Freedom of Information Act and we will not therefore respond to requests for information made under this Act.

If you are not satisfied with the response you receive, you have the right to lodge a complaint with the supervisory authority. In the United Kingdom this is the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, telephone: 0303 123 1113, email: [casework@ico.org.uk](mailto:casework@ico.org.uk).