

## PRIVACY POLICY

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North West Leicestershire Netball League 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 the North West Leicestershire Netball League – more commonly known as NWL Netball League.)

### **Data Protection Officer**

NWL Netball League does not have a Data Protection Officer. However, for information and queries about data protection compliance, email: [nwl.netball.league@gmail.com](mailto:nwl.netball.league@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: 24/5/18.

### **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**

The data we collect about you will vary, depending on our relationship with you. Below are examples of the sorts of data that we may collect:

- 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;
- Next of kin and emergency contact information;
- Imagery in video and/or photographic form and voice recordings;
- Records of participation at events/sessions/competition;
- Records of enquiries and other correspondence with you;
- Marketing email lists; and
- Suppliers, sponsors and client lists.

## **How we use your personal information**

We collect, store and process personal data for several purposes, mainly: our registrations, programme and course administration; pathway, event and competition management; financial accounting; and marketing. 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 NWL Netball League and how we might use information you provide to us:

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

- To administer and manage our relationship with affiliated members (and clubs, counties and regions). For example, when given personal information either directly or via a Club Secretary during the affiliation process;
- To send affiliated members information which is included within their membership benefits package;
- To administer our relationship with people attending our programmes and to send them information about the programme;
- To administer attendance on any programmes, competitions, events or training courses and to enable online assessment (where applicable); and
- To fulfil our contractual relationship with clients, sponsors and suppliers.

### **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 England Netball 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. We use the information to create aggregated summary statistics only. From time to time, we may contact those groups listed above to take part in additional research to support the development and improvement of the sport. However, there is no obligation to take part in the research. England Netball employees, or an external processor on our behalf, may carry out this research. For young people age under 16 we will seek parental or guardian consent;
- To arrange for any trips or transportation of officials, athletes or volunteers to events;
- To ensure understanding of the coaching and officiating workforce available;
- To conduct performance reviews, manage performance and determine performance requirements of our officials and coaches and to make decisions about progression and accreditation status; and

- To administer the relationship we have with players on our performance pathway and at our national academies including to conduct performance reviews and determine performance requirements;
- 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, services and membership packages;
- Promoting our sponsors or partners' events or services; and
- Sending newsletters.

#### **Retaining your information**

If we collect your personal information, the length of time that we retain it is determined by a number of factors, including the purpose for which we use that information and to comply with our other legal obligations (apart from GDPR). We maintain a Retention Schedule, which records approved retention periods, the reasoning for the retention period and end of life treatment. Some of these retention periods are currently being defined by us and an update of this privacy policy will be added to our website once they have been formally approved.

We do not retain personal information in an identifiable format for longer than is necessary. Where you have 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 16.

#### **Using your information for marketing**

We only send marketing information to you if you have explicitly agreed to our doing so or have requested it and we will only do so in the way(s) you have agreed to. You can withdraw consent at any time.

#### **Withdrawing consent**

If we contact you by email, if you do not wish to receive future messages or if you would like us to contact you by other means of communications, please email [nwl.netball.league@gmail.com](mailto:nwl.netball.league@gmail.com).

#### **Sharing your personal data and data processing**

We only share personal data where we are required by law or with our suppliers or sub-contractors who carry out work for us and who you have given us permission to share it with. Other than the circumstances set out above, information about you will not be passed to a third party for any other purposes. All our suppliers and sub-contractors are required by their own data sharing agreements or contracts to treat your data as carefully as we would, to use it only as instructed, and to allow us to check that they do this.

## Profiling

NWL Netball League does not perform any profiling that has legal or significant effect nor any automated decision making.

## What we don't do with your information

We never sell or share your information with other organisations to use for their own purposes.

## 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 NWL Netball League 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 NWL Netball League 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 NWL Netball League to erase personal data concerning you.
Right to restriction of processing	You have the right (under certain circumstances, but not all) to oblige NWL Netball League 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 NWL Netball League to provide you with the personal data about you which you have provided to NWL Netball League in a structured, commonly used and machine-readable format. You also have the right to oblige NWL Netball League 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	NWL Netball League 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 [nwl.netball.league@gmail.com](mailto:nwl.netball.league@gmail.com).

The NWL Netball League 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).