

Wallingford Netball Club (“WNC”): Privacy Policy May 2018 (“PP”)

Introductory Information:

1. Personal data is information that identifies you; like your name or telephone number. It is important and you should treat it as you would any other valuable item. This PP explains WNC’s commitment to protecting your data and how we implement that.
2. The Data Protection Act 1998 and General Data Protection Regulation 2016 governs how WNC collects, stores, processes and shares your data.
3. Under these rules WNC is a Data Controller (“DC”) when collecting information about you for the the purposes of running WNC.
4. WNC is also a Data Processor (“DP”) because we collect information for England Netball. Please read England Netball’s Data Protection Policy at Annex 1.
5. WNC needs certain information from you for legitimate reasons, including that we can:
 - a. comply with our obligations to England Netball;
 - b. contact you about training, matches and club information and events; and
 - c. respond safely, and contact an appropriate person for you, in the event of an accident or emergency.
6. Some of the data about you that we collect for England Netball might be what is called “sensitive personal data” (e.g. about race or any disability). Please read Annex 1 for information about why this is needed and how it is processed.

WNC is committed to:

1. Complying with these 8 data protection principles. Personal data shall:
 - a. be processed fairly and lawfully;
 - b. be obtained for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with the purpose(s);
 - c. be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed;
 - d. be accurate and where necessary, kept up to date;
 - e. not be kept for longer than is necessary for the purpose(s);
 - f. be processed in accordance with the rights of data subjects under the Data Protection Act, 1998 and General Data Protection Regulation 2016.
 - g. Appropriate technical and organisational measures shall be taken against unauthorised and unlawful processing of personal data and against accidental loss, destruction or damage to it.
 - h. Personal data shall not be transferred to a country or territory outside the European Economic Area unless it ensures adequate protection for your rights and freedoms in relation to the processing of personal data.
2. Meeting our legal obligations under the Data Protection Act 1998 and General Data Protection Regulation 2016.
3. Ensuring that data is collected and used fairly and lawfully.
4. Processing personal data only to meet our operational needs or fulfil legal requirements, including the reasons listed above. If we need to process your data for other reasons we will notify you of this and you can object
5. Taking steps to ensure that personal data is up to date and accurate.

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6. Establishing appropriate retention periods for personal data.
7. Ensuring that a data subjects' rights can be appropriately exercised.
8. Providing adequate security measures to protect personal data.
9. Ensuring that a senior committee member is responsible for data protection compliance and provides a point of contact for all data protection issues.
10. Ensuring that all committee members are made aware of good practice in data protection and provided with adequate training.
11. Ensuring that everyone handling personal data knows where to find further guidance.
12. Ensuring that queries about data protection are dealt with effectively and promptly.
13. Regularly reviewing data protection procedures and guidelines.

Providing and Updating Your Personal Information

WNC will collect most of the information that it needs about you in the Affiliation Form that you will need to sign to register as a member of the club. WNC will collect an updated copy from you annually. A copy of the PP will be given to you at that time.

Consent

On the Affiliation Form you are asked to consent to WNC processing and controlling your personal information. A parent must give consent on behalf of junior members aged under 13 years. Junior members between 13 and 16 years of age can sign to give their own consent, but a parent must also sign and state their telephone number so that WNC can call to verify parental consent.

You can withdraw your consent, and you can object to WNC processing your data, at anytime. WNC may still have a right to process some or all of your personal information (e.g. to provide medical treatment, protect your vital interests or in relation to a legal claim).

Requesting a Copy of Your Information

You have a right to a copy of the information we hold about you. Please make your request in writing (contact details below). Your request may be shared with other club members. It must say:

- If you are the person whose information it is or, if not, your relationship to that person and a copy of their authority to act on their behalf;
- Your name and address, plus that of the person whose information it is if it is not yours;;
- What information you are looking for (specific or general).

We will need to check your identity before we can process your request. Please provide proof of your identity when making a request (passport, drivers licence etc). You will receive a response within one month.

You can ask us to edit or delete the information about you that we have, and we will do so.

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More Information and Contact Details

Please contact: Sarah Stuart, Senior Chairperson or Nicki MacDonald, Junior Chairperson who are the people responsible for data protection as follows:

- Sarah Stuart -Tel: 07974 928409; Email: sahrstuart@yahoo.co.uk;
- Nicki MacDonald -Tel: 07903 838450; Email: n_macdonald@btinternet.com;