

Bristol and West

Privacy Notice for Players

About this Privacy Notice

Bristol and West Netball Club is covered by the Club's Data Protection Policy.

Individuals have a legal right to be informed about how we use their personal information. This Privacy Notice explains how we collect, store and use personal information. It is intended for players and we encourage all to read it.

Our aim is to always provide clear information about the personal information we are using and why we are using it. We have tried to keep the language in this privacy notice as simple as possible, however if anything is unclear or if you have any concerns then please contact bristolandwestnetball@gmail.com.

This is the Club's main 'overarching' privacy notice and it applies *generally* to the personal information that we collect and use. It is based on the model privacy notice produced for Clubs by England Netball. Unless there is a lawful reason not to do so, we will also provide more specific privacy information at the point at which we collect or use personal information, for example if we collect personal data via an online or paper form.

While much of the personal information that we collect is mandatory (i.e. it must be provided so that we can manage the Club), some of it is requested on a voluntary basis. Where this is the case, we will request consent at the point we collect the information. We will explain to you whether there is a requirement to provide certain information to us, or whether you have a choice in doing so.

For the purposes of data protection law, Bristol and West Netball Club is the 'data controller'. **Our Data Protection Lead is: Emma Brown.**

Contact details are provided at the end of this privacy notice.

The personal data we hold (categories of personal data)

We process personal information to be able to run the Club and to make sure that we can look after our players appropriately. Examples of the types of personal data that we may collect, use, store and share (when appropriate) are listed at **Appendix 1**.

Special category (sensitive) personal information

We may also collect, store, and use information about you that falls into "special categories" of more sensitive personal data which has extra protection in law and requires us to identify a condition for processing under Article 9 of the GDPR.

We may also require your explicit consent for things such as the use of unique identifiers; or we may need to share health data to maintain a person's vital interests where they are unable to give consent (life and death situations) or for the purpose of medical diagnosis and prevention (e.g. ensuring members are aware of allergies).

Special category data is personal data revealing:

- racial or ethnic origin
- political opinions
- religious or philosophical beliefs
- trade union membership
- genetic data
- biometric data for the purpose of uniquely identifying a natural person
- data concerning health; or
- data concerning a natural person's sex life or sexual orientation

Our lawful reasons for processing player information (lawful bases)

Data Protection law requires us to have a lawful reason ('lawful basis') for processing the personal data we use. These reasons are listed under Article 6 of the 'General Data Protection Regulation' (GDPR). Our lawful basis for processing will be explained at the point at which we collect personal information unless there is a lawful reason not to do so (for example where it is for the prevention or detection of crime).

Bristol and West Netball Club processes a range of personal data for a variety of purposes, as described above. The lawful bases we rely on will therefore vary. However, generally, the lawful bases we mainly use in relation to players are:

- We need to comply with the law (we have a legal obligation)
- We need to carry out a task in the public interest
- You have given us your consent (for example a photo of you for promotional purposes or our website.)
- We need to protect your vital interests (or someone else's interests). This relates to life and death situations.
- It is in ours or a third party's legitimate interests to process the data. Where this is the case we will ensure that we have considered whether or not our legitimate interests are overridden by your rights and freedoms as the player.

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so. We will then cease this aspect of processing, unless another lawful basis applies.

Some of the reasons that we use for collecting and using information may overlap and there may be several grounds allowing us to use personal data. There are also other lawful bases that may apply and this will be made clear wherever possible.

Our lawful basis for processing will be explained at the point at which we collect personal information unless there is a lawful reason not to do so (for example where it is for the prevention or detection of crime).

Collecting player information: Why do we collect and use your information?

The reasons that we collect and use personal information enable us to run the Club. Please refer to **Appendix 2** for examples.

We collect and use information about you in a variety of ways including through the Club affiliation process and from correspondence with you. The ways in which we collect information about you may also include methods as outlined at **Appendix 3**.

Whilst you will be required to provide us with some information, there is some information that you can choose whether or not to provide to us. Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Who we share player information with

Information about players will not be shared with any third party without consent unless the law allows us to do so. Where it is legally required or necessary (and it complies with data protection law) personal information may be shared with the relevant netball authority to meet our obligations to share information.

Further examples of with whom we share data are listed at **Appendix 4**.

Storing player data

Personal data is stored in line with our data protection policy in a range of different places including within the Club's email account and Google Drive.

The information that we create and maintain is kept secure. Once a player's time with us has ended, we may retain certain information beyond their attendance at the Club as deemed necessary and in line with retention guidelines.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law and ensure that we have sufficient safeguards in place.

Requesting access to your personal data

Individuals have the right to request access to information about them that we hold. This is known as making a 'Subject Access Request' (SAR). If you make a subject access request, and if we hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form within a month, unless an extension is necessary on the ground of the complexity of the request

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances. If you would like to make a request, please contact bristolandwestnetball@gmail.com

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- To have personal data rectified, if it is inaccurate or incomplete.
- To request the deletion or removal of personal data where there is no compelling reason for its continued processing.
- To restrict our processing of personal data (i.e. permitting its storage but no further processing).
- To object to processing if we are processing your information as part of our public tasks, or is in our legitimate interests in which case we will consider your objection, and balance this against our need to process the information.
- To object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- To withdraw your consent to processing, although we may still continue to process your data if a basis other than consent applies.
- To have personal information, which you have provided, transmitted electronically to another organisation in certain circumstances.
- Not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect - unless you have agreed or in other limited circumstances

Complaints

If you have a concern or complaint about the way we are collecting or using your personal data, please raise your concern with us in the first instance via

bristolandwestnetball@gmail.com.

The Information Commissioner's Office, which is the supervisory authority, may be contacted on 0303 123 1113, or via their website, www.ico.org.uk regarding any complaints about the way that the Club handles your data. However, under usual circumstances it may expect you to contact us first to see if we can help to resolve the issues first.

Updates to our Privacy Notice

We may need to update this privacy notice periodically. This version was last updated on 03/06/2020

Contact

If you would like to discuss anything in this privacy notice, please contact:
bristolandwestnetball@gmail.com.

Appendix 1: Non exhaustive list of examples of the types of personal data which we collect about players:

- Personal identifiers and contacts (such as name, contact details and address).
- Medical conditions (such as allergies, medication and dietary requirements).
- Attendance record (such as sessions attended).
- Photographs and Video.

This list is not exhaustive. To access further details of the categories of personal information we process, please contact bristolandwestnetball@gmail.com

Appendix 2: Examples of the purposes for which we process your data

- To support player development;
- To look after player wellbeing;
- To assess player performance;
- To keep track of how well we're performing as a Club;
- To meet the legal obligations placed upon us;
- To promote the Club e.g. through our website, prospectuses and press releases.

This list is not exhaustive. To access further details please contact bristolandwestnetball@gmail.com

Appendix 3: Ways in which we collect player information

We collect and use information about you in a variety of ways including through the Club affiliation process, from correspondence with you and online forms.

Appendix 4: Examples of whom we may share your data with where the law permits (non – exhaustive list)

- England Netball;
- Avon Netball Association;
- Suppliers and service providers so that they can provide a contracted service such as fitness;
- Police forces, courts, tribunals;