

## **NORTHWICH SAPPHIRES NC DATA PROTECTION POLICY**

### **Summary**

Northwich Sapphires NC is subject to the requirements set out in the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. The club is committed to respecting the privacy of its members and this policy explains how the club complies with the law on data protection. This policy relates to the personal information we collect from members during their membership with the club. The information is gathered for the purpose of running the club and keeping in contact with players and parents. Information is not used for any marketing purposes.

### **Personal Information that is collected by the club**

The following information is collected by club officials :

- Personal contact details such as name, title, email addresses and telephone numbers
- Date of birth
- Membership start and end date
- Records of attendance at any club activities
- School
- Details of next of kin, family members, coaches and emergency contacts
- Availability for games and tournaments and training
- Fees outstanding or due
- Images in video and/or photographic form (subject to parental permission)
- Any disciplinary and grievance information

Coaches and team managers will be provided with extracts of the above information as required for running the teams, in particular

- Necessary information to register players for competitions (e.g. date of birth)
- Emergency contact information
- Medical conditions
- Playing experience and school

### **Collection of Information**

Personal information about members typically takes place when an individual joins the club or at the start of a new season. It is important to ensure that the personal information the club holds is accurate and up-to-date, and the club should be notified if anything changes, for example a phone number or email address. When providing details of next of kin, family members and emergency contacts, these people have a right to know and to be aware of the personal information held about them.

### **Where data is held**

- Electronic copies of data are held securely on the Go Cardless platform for payment purposes. This is only accessible to the Treasurer and assistant Treasurer.
- Personal player data is held electronically by the Club Secretary and Junior Club Secretary
- Extracts of this information are provided to the coach and team managers of each team, so coaches and team managers only have access to their own team information

### **Uses made of information**

- To communicate with members regarding matches and club information
- To safeguard the members with regard to emergency contact information and medical conditions
- To affiliate members with England Netball
- To enter teams in leagues and tournaments
- To allow communication re match availability and performance

Members may withdraw their consent at any time, by contacting the club secretary. Please note however that this will not affect any data processing that has already occurred and that withdrawing consent may limit the club's ability to provide certain services or benefits.

### **Disclosure of personal information**

Personal information is shared with the following parties:

- Any party approved by the member
- Any governing bodies or regional bodies for the sports covered by the club in order to allow them to properly administer the sports on a local, regional and national level.
- Organisers of netball leagues and county tournaments.

Medical information is not shared with third parties.

### **How long is personal information kept for?**

Personal information will be retained for the duration of membership and for a period of three years after membership ends, after which it will be securely deleted.

### **Rights of a member regarding personal information**

A member has the right:

- To be informed about how their personal information is being used.
- To access the personal information held about them.
- To request the correction of any inaccurate personal information held about them.
- To request the erasure of any personal information in certain limited circumstances.
- To restrict processing of any personal information where certain requirements are met.
- To object to the processing of any personal information.

### **Contacting us**

In the event of any query regarding how information is being used by the club, please contact the club secretary or junior secretary in the first instance. If a member is still not satisfied with the way their personal information is being used, they can also file a complaint with the UK Information Commissioner's Office or the local data protection regulator.