



## **Ashtead All Stars Netball Club Privacy Policy**

Ashtead All Stars Netball Club (the Club) is committed to keeping all of your personal data safe and secure. We have written this Policy for all Club players, parents, guardians, coaches, volunteers and umpires to let you know how we do this and who you can contact if you have any questions.

The Club has an obligation under the General Data Protection Regulation (“GDPR”) to provide you with information about how and why we use your data. We are what is known as a data controller. This means we have control over how your details are used to whom we pass these on to.

Sometimes clubs like to appoint an individual called a “Data Protection Officer” to make sure that they are being very careful with your information. Our Data Protection Officer is Tara Youngman, the Ashtead All Stars Club Secretary who can be contacted by email: [clubsecretary@ashteadallstars.com](mailto:clubsecretary@ashteadallstars.com)

We don’t need to have Data Protection Officer, but we must follow the new legislation in order to make sure your details are safe.

### **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.

### **What personal data we hold on you?**

You may give us information about you by completing forms, by corresponding with us online, by email, by phone or otherwise. This includes information you provide when you register with the Club and we then affiliate you with England Netball.

The information we may obtain about you may include:

- • Full name and personal details;
- • 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;
- • Consent regarding use of photos and video;
- • Records of enquiries and other correspondence with you;



- • Membership start and end date;
- • Records of your interactions with us such as telephone conversations, emails and other correspondence and your instructions to us;
- • Any bank details and other payment details you provide so that we can make payments to

you.

### **Special categories of personal information**

To be registered with All England Netball we may also hold and use what is called “**special information**” such as your ethnic background and which part of the world you or your family members are originally from, whether you have any religious beliefs and any information about your health such as any injuries you have/have had or times you may not have been very well.

In the table below, where we use this special information you will see this symbol \* and we will only collect this to pass onto England Netball (see link to England Netball Privacy Policy).

- You have consented to supply it to us;
- we have a legitimate interest in holding it;
- It may be necessary for your health.

In the table below, we refer to these as the “special reasons”.

### **When and why we collect personal information**

The reason we need your data is to be able to administer your membership and provide the range of services you would expect from a netball club when you register with us. Our lawful basis for processing your personal is that we have a contractual obligation to you as a member to provide the services you are registering for.



To be affiliated with All England Netball you must share your personal information with the Club.

<b>What do we use your information for?</b>	<b>What type of information do we use?</b>	<b>What reason do we have to use it?</b>
To make sure your membership with us runs smoothly and we can offer the best service possible.	All contact and membership details.	You have consented to our using this information to manage your membership with us.
To help you if you have a question or you are not happy with something we have done.	Contact details and any chats we have had.	It is in our interests to make sure we deal with any issues you have quickly.
* We will keep all of your details on our files.	All of your personal details.	It is in our interests to hold your details on file so we can deal with any issues with your membership. Sometimes we may have to keep these details because the law tells us we have to.  If we use any 'special information', we will only do so on the basis of one of the 'special reasons' we talked about above.
To promote the sport, the Club, our events and Club news.	Any photos or videos of you.	Only where you have told us you are happy to use our photos or videos.
To make sure we are keeping up with health and safety.	Details of the events and competitions you have attended. It is in our interests	Sometimes we may have to keep your details because the law tells us we have to.

	to make sure we provide you and others like you with a safe place to play your sport.	
* To arrange for any trip/tour or transportation to and from an event.	Information you give us, details of family members and emergency contacts, your parent/guardian's payment information and details about your health.	We need all this information to make sure we can make arrangements for any trip you go on. If we use any 'special information', we will only do so on the basis of one of the 'special reasons' we talked about above.
* We will use your details to assess your performance and to find out what else we can do to help you improve your development and	Details about your performance and the events or competitions you have attended. We might also hold details about your health and any club or	We need all this information to make sure we do a good job in managing your development. If we use any information about your health, we will

training.	county membership.	only do so on the basis of one of the 'special reasons' we talked about above.
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### Who else may use your details?

We may send your details to others to help us run the Club effectively. These include:

- Affiliating all players and officials with All England Netball
- Anyone you have said you are happy for us to send your details to;
- To any regional or governing body (to help us to improve and keep an eye on developments

in the sport).



## **Retaining your information**

We do not keep your personal information in an identifiable format for longer than is necessary. We will only hold the data for as long as you remain a member of the Club. On leaving the Club, any personal data on you will be securely destroyed within 4 weeks of your departure.

## **Children**

Parents and guardians need to be aware we will process their children's data in accordance with the information below.

## **Keeping your information safe**

We have put in place lots of security measures to make sure your details don't go missing or get used in a way they shouldn't be. We have a great team of people working with us who are trained to know how to use your details securely and will only use your details when and how we tell them to.

We don't share your personal details with anyone outside of the UK and the European Union.

If someone else is using your details because we have received permission from you to disclose it, we will also make sure that we put measures in place with them to protect it.

## **What are your rights?**

You might be aware that the GDPR grants you certain rights ('information rights') which we have listed below

You can ask us to:

- ♣ tell you how your details are being used;
- ♣ provide you with a copy of all details we hold on you;
- ♣ correct some of the details we hold if they are not correct or out-of-date like your contact

details for example;

- ♣ delete all of the details we hold on you (unless we have a good reason not to!);
- ♣ stop using your details in a certain way;



- ♣ send your details to you or another organisation like any club you play at for example.

Some of the rights may not always apply to the personal details we hold for you as there are sometimes requirements and exemptions attached which means we need to hold on to certain information and other times the rights may not apply at all.

**DON'T FORGET** though, if you have told us we can use your information in a certain way and you would like us to stop, you can tell us to stop at any time. More information about these rights can be found online here <https://ico.org.uk/your-data-matters>.

If you have any questions or are unhappy about something, please contact us at [clubsecretary@ashteadallstars.com](mailto:clubsecretary@ashteadallstars.com)

### **What if you want to make a complaint?**

If you are unhappy with any aspect of your personal data and how it is being used, you should contact England Netball at [dataprotection@englandnetball.co.uk](mailto:dataprotection@englandnetball.co.uk) or write to them at: All England Netball Association, 3 Oakwood Drive, Loughborough, LE11 3QF.

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. Contact telephone: 0303 123 1113 or email [casework@ico.org.uk](mailto:casework@ico.org.uk).

### **What happens if we need to change this Policy?**

If we amend our privacy policy, any changes will be published on our website. If we make a lot of changes, then the version date at the bottom of this notice will be updated. Of course, where we are required to do so by law, we will ask for your permission before we change the reason for using your details.

This policy was last updated on: 04<sup>th</sup> October 2024.

### **How to get in touch?**

If you have a question or a complaint, you can always get in touch with one of our team at [clubsecretary@ashteadallstars.com](mailto:clubsecretary@ashteadallstars.com).