



Privacy Policy

Ellesmere Port Youth Netball Club 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 Ellesmere Port Youth Netball Club. We are the Club responsible for delivery of netball activities for our club members. Ellesmere Port Youth Netball Club is the controller of all personal data processed by Ellesmere Port Youth Netball Club.

Data Protection Officer

Ellesmere Port Youth Netball Club does not have a Data Protection Officer. However, for information and queries about data protection compliance, email: EPYNC@outlook.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: 25 May 2018.

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);
- Contact information (e.g. home address, email address, telephone numbers);
- Date of birth and/or age;
- Special categories of data such as medical history or race or ethnicity, disability or sexual orientation;
- Next of kin and emergency contact information;
- Imagery in video and/or photographic form and voice recordings;
- Criminal convictions and offences;
- Records of participation at events/sessions/competition;
- Records of enquiries and other correspondence with you;
- Marketing email lists; and
- Suppliers, sponsors and client lists.

Special Categories of Personal Information

We may also collect, store and use the following “**special categories**” of more sensitive personal information regarding you:

- Information about your race or ethnicity, religious beliefs and sexual orientation;
- Information about your health, including any medical condition, health and sickness records, medical records and health professional information; and

We may not collect all of the above types of special category personal information about you. In relation to the special category personal data that we do process we do so on the basis that:

- The processing is necessary for reasons of substantial public interest, on a lawful basis;
- It is necessary for the establishment, exercise or defence of legal claims;
- It is necessary for the purposes of carrying out the obligations and exercising our or your rights in the field of employment and social security and social protection law; or
- Based on your explicit consent

How we use your personal information

We collect, store and process personal data for several purposes, mainly: membership; event and competition management; and financial accounting. 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 Ellesmere Port Youth Netball Club and how we might use information you provide to us:

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

- To administer any membership you have with us and managing our relationship with you, including dealing with payments and any support, service or product enquiries made by you.
- To send you information which is included within your membership including details about, competitions and events, and any updates.

Where required to comply with our **LEGAL OBLIGATIONS**. For example:

- To comply with legal obligations, for example, regarding people working with children or vulnerable adults to comply with our safeguarding requirements.

Where there is a **LEGITIMATE INTEREST**. For example:”

- To answer your queries or complaints (contact details and records of interactions with us).
- Retention of records (all the personal information we collect). Refer to above “Special Categories” for more information.
- The security of our IT systems (your usage of our online portals).
- For the purpose of equal opportunities monitoring (eg: name, date of birth, gender, race or ethnicity) Refer to above “Special Categories” for more information.

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:

- For the purpose of promoting the club, our events and membership packages, (images in video and/or photographic form).
- To send you other marketing information we may think you might find useful or which you may have requested from us, including membership information and events.

Retaining your information

The duration for which we retain your personal information will differ depending on the type of information and the reason why we collected it from you. However, in some cases personal information may be retained on a long-term basis: for example personal information that we need to retain for legal purposes will normally be retained in accordance with usual commercial practice and regulatory requirements. Generally, where there is no legal requirement we retain all physical and electronic records for a period of 6 years after your last contact with us or the end of your membership. Exceptions to this rule are:

- Details regarding unsuccessful membership applicants where we hold records for a period of not more than 12 months;

It is important that the personal information we hold about you is accurate and up-to-date, and you should let us know if anything changes, for example if you change your phone number or email address. You can contact us by using the details set out in the “**Contact Us**” section below.

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 14.

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.

Organisations we share your personal data with

- Any party approved by you
- **To any governing bodies or regional bodies for the sports covered by our club:** to allow them to properly administer the sports on a local, regional and national level
- **The Government or our regulators:** where we are required to do so by law or to assist with their investigations or initiatives
- **Police, Law enforcement and security services:** to assist with the investigation and prevention of crime and the protection of national security.

Profiling

Ellesmere Port Youth Netball Club does not perform any profiling that has legal or significant effect nor any automated decision making.

Information Security

We do our very best to keep personal information secure wherever we collect personal data online. We place a great importance on the security of all personally identifiable information associated with our members, supporters, customers and users. We will take all steps reasonably necessary including policies, procedures and security features to ensure that information about you is treated securely and protected from unauthorised and unlawful access and used in accordance with this privacy policy. We have security measures in place to attempt to protect against the loss, misuse and alteration of personal data under our control or being transferred, we use our best efforts to try to prevent this.

Our website may, from time to time, contain links to and from the websites of third parties. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

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 Ellesmere Port Youth Netball Club 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 Ellesmere Port Youth Netball Club 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 Ellesmere Port Youth Netball Club to erase personal data concerning you.
Right to restriction of processing	You have the right (under certain circumstances, but not all) to oblige Ellesmere Port Youth Netball Club 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 Ellesmere Port Youth Netball Club to provide you with the personal data about you which you have provided to Ellesmere Port Youth Netball Club in a structured, commonly used and machine-readable format. You also have the right to oblige Ellesmere Port Youth Netball Club 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	Ellesmere Port Youth Netball Club 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

The Ellesmere Port Youth Netball Club 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.

Whilst this privacy notice sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on the Information Commissioner's website at: <https://ico.org.uk/for-the-public/>.

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.

Contact us

If you wish to exercise any of your rights concerning your personal data, withdraw your consent or change how – or if – you receive our communications, or update your personal details you should contact us at EPYNC@outlook.com.