

**NORTH DURHAM COUNTY NETBALL ASSOCIATION  
DATA PRIVACY POLICY**

We are committed to respecting your privacy. This notice is to explain how we may use personal information we collect from you. This notice explains how we comply with the law on data protection, what your rights are and for the purposes of data protection we will be the controller of any of your personal information.

References to **we, our** or **us** in this privacy notice are to the **North Durham County Netball Association**.

**1. PERSONAL INFORMATION WE MAY COLLECT FROM YOU**

You may provide us with or we may obtain **personal information** about you, such as information regarding your/your child's:

- personal contact details such as name, title, email addresses and telephone numbers;
- date of birth;
- gender;
- records of your participation in matches and events;
- images in video and/or photographic form;
- details of next of kin and emergency contacts;
- records of competition results, events, matches and games attended, and performance
- records of your contact and interaction with us

**2. SPECIAL CATEGORIES OF PERSONAL INFORMATION**

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

- Equal opportunities monitoring information;
- information about any medical condition and medication.

**3. WHERE WE COLLECT YOUR INFORMATION**

We collect personal information (contact details) for club committee members and coaches on an ongoing basis, and for participants in the performance squads via an annual registration form.

Where you are providing us with details of next of kin and emergency contacts, the individuals have a right to know about and to be aware of what personal information we hold about them, how we collect it and how we use that information. Please share this privacy notice with those you deem necessary. They also have the same rights as set out in the “Your rights in relation to personal information” section below.

#### 4. USES MADE OF THE INFORMATION

The table below describes the main purposes for which we process your personal information, the categories of your information involved and our lawful basis for being able to do this.

<b>Purpose</b>	<b>Personal information used</b>	<b>Lawful basis</b>
<b>To administer your participation in our performance squads and managing our relationship with you</b>	Contact details	This is necessary to enable us to properly manage and administer your participation in our association performance squads.
<b>To communicate with and send you information and messages regarding your / your club's participation in association activities including information about events and matches</b>	Contact details	This is necessary to enable us to properly manage and administer your / your club's participation in association activities.
<b>To answer your queries or complaints</b>	Contact details and records of your interactions with us	This is necessary to enable us to properly manage and administer your / your club's participation in association processes and activities.
<b>Retention of records</b>	All the personal information we collect	We need to retain records in order to properly administer and manage your participation and run the association.
<b>To safeguard your health and wellbeing</b>	Details of medical conditions and medication and emergency contact information	This is necessary to enable us to support members to participate safely and healthily in association activities.
<b>For the purposes of promoting the association and our events</b>	Images in video and/or photographic form	Where you have given us your consent to take and utilise images in individual and / or squad registration forms.
<b>For the purposes of equal opportunities monitoring</b>	Your (anonymised) responses to the questions asked on any Equal Opportunities Monitoring questionnaires	This is sometimes requested by England Netball. It helps inform future policy, planning and decision making by England Netball. It is optional to provide the information requested.

Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time, which you may do by contacting us as described in the "Contacting us" section below.

Please note however that the withdrawal of your consent will not affect any use of the data made before you withdrew your consent and we may still be entitled to hold and process the relevant personal information provided up until this point.

## 5. **DISCLOSURE OF YOUR PERSONAL INFORMATION**

We will only share your relevant, personal information as follows:

- **England Netball / regional and other league organisers / competition organisers**
- **Police, law enforcement and security services:** if requested to assist with the investigation and prevention of crime and the protection of national security.

## 6. **HOW LONG DO WE KEEP PERSONAL INFORMATION FOR?**

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. Where there is no legal requirement, we retain all physical and electronic records for a period of 3 months after your last contact with us.

## 7. **CHANGES TO YOUR PERSONAL INFORMATION**

It is important to ensure 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 contact details or there is a change in relation to your health/medical conditions. If you do need to change or update your records, please contact us by using the details set out in the "Contacting us" section below.

## 8. **YOUR RIGHTS IN RELATION TO PERSONAL INFORMATION**

You have the following rights in relation to your personal information:

- the right to be informed about how your personal information is being used;
- the right to access the personal information we hold about you;
- the right to request the correction of inaccurate personal information we hold about you;
- the right to request the erasure of your personal information in certain circumstances;
- the right to object to or restrict the processing of your personal information;
- the right to request that we transfer elements of your data either to you or another party.

You should note that some of these rights, for example the right to require us to transfer your data to another party, may not apply as they have specific requirements and exemptions which apply to them and they may not apply to personal information recorded and stored by us.

To exercise any of the above rights, or if you have any questions relating to your rights, please contact us by using the details set out in the "Contacting us" section below.

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 and who to contact can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>

## 9. **CHANGES TO THIS NOTICE**

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give

you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.

## **10. CONTACTING US**

In the event of any query or complaint in connection with the information we hold about you, please email [ndcna.dp@gmail.com](mailto:ndcna.dp@gmail.com) (stating clearly that it is personal information matter in the title).

**Version dated 24 June 2019**