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**Data Collection requirements during the MyNet Affiliation Process 2016/17**

**Frequently Asked Questions**

**What information is being collected?**

We are collecting the following additional information on the club and the facilities used by the club; it will be mandatory to provide the information asterisked in the list below during the affiliations process for the 2016/17 season. We hope club secretaries and affiliations contacts will provide the additional information as well.

|  |  |
| --- | --- |
| Club | * Programmes being offered including Back to Netball, Junior Teams \* * Leagues that teams from the Club play in\* * Contact details of the Club Safeguarding Officer (who must be aged 19 & over as of 1st September)\* |
| Facilities | * For each training and home competition venue used the following information will be requested:   + Name and address of venue\*   + Number of indoor courts\*, surface, condition of court, average cost per hour, spectator seating   + Number of outdoor courts\*, surface, condition of court, average cost per hour, spectator seating, floodlighting   + Disabled Access   + Changing facilities   + Parking   + Overall condition of the venue\*   + Easy of booking the venue and how far it can be booked in advance   + Website link |

In addition to the information about clubs and facilities above, it will be mandatory to enter the following information about members:

* + Gender\*
  + Transgender (for over 16s only)\*
  + Ethnicity\*
  + Religion\*
  + Sexual Orientation (for over 16s only)\*
  + Disability\*
  + Date of Birth\*

**Why are you collecting this information?**

It is difficult to gauge how many people are playing netball in England but we think the membership represents approximately 50% of all those over 16 years old playing netball outside education. This is a fantastic sample size and gaining an insight into what activity is being undertaken, by whom, where the activity is being undertaken and the quality of that venue will help England Netball focus the strategy and identify new funding sources to invest in netball. It will also mean that we can report a realistic picture to Sport England and hopefully use this picture to maximise and sustain their investment into netball in the future.

**Will I have to provide sensitive personal data about all the members of my club?**

Some of the information held on the individual is sensitive personal data under the Data Protection Act. EN believes this information is important in order to monitor equality of opportunity and is collected and processed with appropriate safeguards for the rights of the individuals. We would actively encourage Club Secretaries to collect this information from members of their club but in recognition that this is sensitive data there will be the option to “prefer not to state” this information.

**What are the implications under the data protection act?**

Clubs are independent organisations from England Netball. As part of the affiliations process the club via the club secretary or affiliations contact is disclosing personal data to England Netball; this disclosure may include sensitive personal data. It is a requirement under the Data Protection Act that the data is disclosed to a third party (England Netball) only if it is compatible with the purpose for which the data is obtained, as some of this data is sensitive data, England Netball strongly recommends that clubs get the individuals’ consent to disclose this information.

England Netball believes individuals completing and signing the registration forms provides clubs the consent required under the Data Protection Act and again strongly recommends that these are completed. If clubs have their own registration forms, they do not have to get individual members to complete them both just ensure all the fields on the England Netball form are contained in their forms. Copies of the England Netball Registration form are attached or can be downloaded from <https://www.englandnetball.co.uk/membership/membership_fees_and_forms_2016-17> or alternatively from the Document Downloads section of MyNet.

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**I need to affiliate my players quickly ahead of the upcoming game, why is it mandatory to enter this information during the affiliation process and slow down the process?**

This information is really important to England Netball, over the last 5 years, we have tried to collect the information relating to the clubs and facilities on a voluntary basis through written and phone surveys, this has been costly and taken an enormous amount of time and effort, yet we haven’t even collected the information for 25% of the clubs that affiliate annually. England Netball appreciates that this is an additional administrative burden and in recognition of this felt it was important to give club secretaries as much notice as possible (2 months) so that they can start gathering the information prior to the crucial cut off dates for affiliations and playing in competitions.

**Haven’t we given this information to England Netball in the past?**

England Netball has tried to collect the information relating to clubs and individuals on a voluntary basis but in the last 4 years haven’t managed to gather 25% of the club information from clubs that affiliate annually and we got a response rate of 5% from a recent voluntary survey relating individuals. As some of the data collected in the past is potentially out of date and/or difficult to link to individuals and clubs we are asking for this data to be re-entered during the affiliation process. We realise that this may be frustrating to the minority of those that have already provided the information but it is really important that EN makes decisions based on timely accurate information; we believe this is the only way we can obtain this.

**Will I need to re-enter this information every year?**

This data will be mandatory prior to a club affiliating any members each season, however, once this data has been entered, it will just be a case of updating the information to reflect any changes in circumstances.

**My club plays at a lot of venues, do I need to enter the details of them all?**

We are looking for the details of the venues that your club’s teams consider being their “home venues” for training and competition; that is, locations that as a club you organise for your teams to play against visiting teams. If your club’s teams have more than one “home venue” then please enter them all; as we have said above the more accurate picture EN can draw from this information, the greater the benefit the whole netballing community can gain. If your club teams play at a central league venue please still enter this information as the home venue for competition In order to reduce the burden of data processing, once the details of a venue have been entered, this can just be selected from a list rather than re-typed.

**Will I still be able to use the bulk affiliations process on MyNet?**

The bulk affiliations process is still available for the 2016/17 affiliations season where the data input will not be required as it will have been collected during the previous season. Any errors identified during this process will be highlighted on the screen which will allow you to fix these before submitting your affiliations.

**Does this mean England Netball is taking responsibility for venues and will improve our access?**

England Netball does not take responsibility for the netball facilities in England, however, we will use the data that we are collecting relating to venues and facilities to carry out an audit of what is currently available and lobby for improved facilities where there is an under provision or where the standards are not acceptable. In future years, England Netball is due to receive capital funding from Sport England as part of our Whole Sport Plan funding, one of the deciding factors behind the allocation of this funding will be the venue information contained on MyNet.

**How do I get help?**

There will be an updated guide to the affiliations process available to download from the England Netball website here: <https://www.englandnetball.co.uk/membership/membership_fees_and_forms_2016-17> and also from the Document Downloads section of MyNet, this should take you step-by-step through the affiliation process and answer the majority of questions that arise. Our Membership Services team will also be available during normal business hours to help you through the affiliation process and answer any questions that you may have. As I hope you will appreciate, this is a very busy time for the Membership Services team, therefore it would be great if you could email your queries and questions to [affiliations@englandnetball.co.uk](mailto:affiliations@englandnetball.co.uk) or leave a message on the answer phone 01462 442344 and option 2. The team will prioritise the queries based on when they were received and will get back to you as soon as possible.

And last but definitely not least, we hope you have a fantastic netball season and that you achieve everything you want to on and off court!