

SOUTHAMPTON NETBALL ASSOCIATION

PRIVACY POLICY

Southampton Netball Association 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, 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 Southampton Netball Association.

Data Protection Officer

Southampton Netball Association does not have a Data Protection Officer. However, for information and queries about data protection compliance, email snadataprotection@gmail.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: 24/5/18.

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
- Contact information
- Date of birth and/or age;
- Imagery in video and/or photographic form and voice recordings;
- Records of participation at events/sessions/competition;
- Records of correspondence with you;
- Qualifications
- Bank details

How we use your personal information

We collect, store and process personal data for several purposes, mainly: our membership, programme and course administration, insurance, 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

- Where required to perform a contract
- Where required to comply with our Legal Obligations
- Where there is a Legitimate Interest
- Where you have provided Consent.

How we protect your personal data

We will not transfer your personal data without your consent.

We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction. Electronic data will be password protected and any hard copy locked in a filing cabinet

Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

For any payments which we take from you online we will use a recognised online secure payment system.

Retaining your information

If we collect your personal information, the length of time that we retain it is determined by a number of factors, including the purpose for which we use that information and to comply with our other legal obligations (apart from GDPR).

We do not retain personal information in an identifiable format for longer than is necessary. Where you have consented for us to retain your data, we will only hold the data for the duration of your consent.

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 16.

Using your information for marketing

We do not use your data for the purposes of marketing and will never sell your data for marketing or commercial purposes.

Withdrawing consent

Consent can be withdrawn at any time by emailing snadataprotection@gmail.com

Sharing your personal data and data processing

We only share personal data where we are required by law or with the governing body. Other than the circumstances set out above, information about you will not be passed to a third party for any other 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 Southampton Netball Association as to whether or not personal data concerning you is 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 ask Southampton Netball Association 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 ask Southampton Netball Association to erase personal data concerning you.
Right to restriction of processing	You have the right (under certain circumstances, but not all) to ask Southampton Netball Association 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 withdraw consent	If the lawful basis for processing is consent, you have the right to withdraw that consent.
Right to transfer data	To have your personal data transferred to yourself or to another business in certain circumstances

Your right to lodge a complaint with a supervisory authority

If you wish to exercise any of your rights concerning your personal data, you should contact us at snadataprotection@gmail.com

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.