

## **General Data Protection Regulation (GDPR)**

### **Privacy Policy**

At Aylesbury and District Netball League (ADNL), we are committed to protecting your personal data and handling it responsibly.

This policy covers the personal data that ADNL collects when you interact with us, including when you complete application/entry forms, when you correspond with us (such as by post, email, instant/text message or over the telephone). It also covers personal data that we access via a third party or data that we process on behalf of third parties.

'Personal data' means any information to a living individual (data subject) who can be identified, directly or indirectly by the information.

Reference to **we**, **our** or **us** in this privacy notice are to the Aylesbury and District Netball League.

The section below explains in more detail:

1. The type of personal data we collect from you
2. The types of personal data we received or process on behalf of third parties
3. Why we process your personal data
  - 3.1. Consent
  - 3.2. Legitimate Interest
4. Who we share your personal data with
5. How long we retain your personal data
6. Your right to withdraw your consent and to object
7. Your other personal data rights
8. How to contact us and exercise your rights

#### **1. Personal data ADNL collects from you**

We collect personal data from your interactions with us, such as when you engage with us via email, telephone, instant/text message or telephone.

It is important to ensure that the personal data that 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 name or contact details.

The data we collect about you will vary depending on our relationship with you. Below are examples of the sorts of data we may collect:

- Team Registration Form:
  - Treasurer and Secretary (first and last name, home address, mobile telephone number and email address)
  - Affiliations Contact (first and last name, mobile telephone number and email address)
  - Umpires (first and last name)
- Umpire Registration Form: (first and last name, email address, signature and qualification achieved).
- New Player Enquiry Form: (first and last name, mobile telephone number, email address, age, location)
- Player Registration Form: (membership to ADNL):
  - Players and Umpires (first and last name)
- League Paperwork on match nights: (first and last name)
  - Venue Record Sheet
  - Rota Duty Checklist
    - Scoresheet (Players, Umpires & Scorers)
- EN Payment Receipt:
  - Affiliation contact (first and last name, home address)
  - Player (first and last name)
- EN Accident Form:
  - Injured person (first and last name, home address, telephone numbers, EN membership number, date of birth, particulars of the accident)
  - Witness (first and last name, home address, telephone numbers)
  - Person completing the form (first and last name, signature)
- Records of attendance/participation at:
  - Events hosted by ADNL (such as match nights, training workshops, assessments and meetings).
- Records of your interactions with us: such as enquiries, your instructions to us, disciplinary & grievance information and other correspondence via:
  - Telephone conversations, emails and text/instant messages.

## **2. Personal data ADNL receives from third parties**

Sometimes we receive personal data from third parties, in particular England Netball (EN), South Region (SR) and North Bucks Netball Association (NBNA).

- England Netball provide our Affiliations Secretary with access to personal data that ADNL members have consented to share with EN via their membership portal MyNet for the purposes of checking the validity of membership details.
  - Membership identification number, first and last name, date of birth, email address.

- North Bucks Netball Association and South Region may share personal information with our Umpiring Secretary regarding umpires accessing/attending their workshops and events. This may be:
  - First and last name, home address, email address and accreditation/qualification details

### **3. Why ADNL processes your personal data**

In order for our League to function we collect, store and process data for several purposes; mainly competition management, our membership & course information 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.

This section explains the reasons why we process your personal data and our legal basis for doing so.

#### **3.1. Consent**

If you have opted-in to receive information from ADNL by replying **YES** to a consent email received from a member of the ADNL Committee related to Club administration, playing, supporting, coaching or officiating netball; then we will supply this information to you by email, text/instant message or telephone.

Wherever we rely on your consent to process personal data, you have a right to withdraw that consent

#### **3.2. Legitimate interests**

We process your personal data when necessary to pursue our legitimate interest in:

- Club administration and management
- Playing or officiating in the ADNL
- Responding to your queries, comments or complaints.

We will not use this information for the purposes of 'marketing'.

### **4. Who ADNL shares personal data with**

We will share your personal data with NBNA, SB and EN:

- On matters relating to Membership, Umpiring and Coaching
- If we think it is appropriate to inform them of incidents or disciplinary matters.

## 5. How long ADNL retains personal data

We retain personal data for as long as necessary to run our League:

- Data contained on the following ADNL & EN paperwork:
  - Team Registration Form, Player Registration Form, Scoresheet, Venue Record Sheet, Rota Duty Checklist, EN receipts, EN Accident Form and Umpire Registration Form.
    - Electronic copies deleted up to 4 months after the end of the playing season.
    - Paper copies shredded up to 4 months after the end of the playing season
  - New Player Enquiry Form
    - Deleted up to 9 months after the end of the playing season (in case you are still looking for a new team).
- Communications with ADNL
  - Via email and text/instant message
    - Deleted when dealt with or up to 4 months after the end of the playing season.

## 6. Your right to withdraw your consent and to object

Wherever we rely on your consent to process personal data, you always have a **right to withdraw** that consent.

You also have the right to object to any use of your personal data for direct marketing purposes, as well as to processing that we undertake based on our legitimate interests (including profiling).

## 7. Your other personal data rights

In addition to your rights to withdraw your consent and to object, you have the right to ask us:

- For **access** to information about your personal data or for a copy of your personal data.
- To **correct** or **delete** your personal data.
- To **restrict** (i.e. stop any active) processing of your personal data,
- To provide you with certain personal data in a **structured, machine readable** format and to be able to transfer that data.

## 8. How to contact us and exercise your rights

The easiest way to stop receiving information from us is by either replying to any ADNL emails with **No more contact**.

You can also opt-out of receiving information from ADNL by **not replying** to a consent email received from a member of the ADNL Committee and we will delete the data we currently hold for you for information/awareness raising purposes.

We will do our best to assist with any queries you have about your personal data. You can contact our League Secretary who is responsible for overseeing our compliance with data protection, using the contact details below. When you do so, please provide your full name, your preferred contact details and a summary of your query.

Whilst this privacy notice sets out a general summary of your legal rights in respect of personal information, this is a 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 have unresolved concerns, you also have the right to complain to the Information Commissioners Office in the UK, tel: 0303 123 1113.

### **Contacting us**

Lynne Scott  
League Secretary  
Aylesbury and District Netball League  
[adnl@live.co.uk](mailto:adnl@live.co.uk)

### **Updates**

In the coming months, England Netball will be further developing their own policies, of which they will be sharing with the netballing community.

We suggest that you check back here for updates, as we will update this policy from time to time.

**Last updated: 4<sup>th</sup> June 2018**