



## **Wandsworth Juniors Netball Club Privacy Policy**

Wandsworth Netball Club is committed to keeping all your personal data safe and secure. The Club has an obligation under the General Data Protection Regulation (“GDPR”) to provide you with information about how and why we use your data.

### **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.

### **What personal data we hold on you?**

You may give us information about you by completing forms, by corresponding with us online, by email, by phone or otherwise. This includes information you provide when you register with the Club.

The information we may obtain about you may include:

- Full name and personal details;
- Contact information (e.g. home address, email address, telephone numbers);
- Date of birth and/or age;
- Next of kin and emergency contact information;
- Imagery in video and/or photographic form and voice recordings;
- Consent regarding use of photos and video;
- Records of enquiries and other correspondence with you;
- Membership start and end date;
- Records of your interactions with us such as telephone conversations, emails and other correspondence and your instructions to us;
- Any bank details and other payment details you provide so that we can make payments to you.

### **When and why we collect personal information**

The reason we need your data is to be able to administer your membership, and provide the range of services you would expect from a netball club when you register with us. Our lawful basis for processing your personal information is that we have a contractual obligation to you as a member to provide the services you are registering for.

### **Retaining your information**

We do not keep your personal information in an identifiable format for longer than is necessary. We will only hold the data for as long as you remain a member of the Club. On leaving the Club, any personal data on you will be securely destroyed within 4 weeks of your departure.

### **Keeping your information safe**

We have put in place security measures to make sure your details don't go missing or get used in a way they shouldn't be.

### **What are your rights?**

You might be aware that the GDPR grants you certain rights ('information rights') which we have listed below

You can ask us to:

- tell you how your details are being used;
- provide you with a copy of all details we hold on you;
- correct some of the details we hold if they are not correct or out-of-date
- delete all of the details we hold on you (unless we have a good reason not to!);
- stop using your details in a certain way;
- send your details to you or another organisation like any club you play at for example.

Some of the rights may not always apply to the personal details we hold for you as there are sometimes requirements and exemptions attached which means we need to hold on to certain information and other times the rights may not apply at all.

If you have told us we can use your information in a certain way and you would like us to stop, you can tell us to stop at any time

### **What happens if we need to change this Policy?**

If we amend our privacy policy, any changes will be published on our website. If we make a lot of changes, then the version date at the bottom of this notice will be updated. Where we are required to do so by law, we will ask for your permission before we change the reason for using your details.

Policy dated – 31<sup>st</sup> March 2023

If you have any questions, please contact us on [wandsworthjuniorsnetball@gmail.com](mailto:wandsworthjuniorsnetball@gmail.com).