

## **KINGSWAY POWER NETBALL CLUB – PRIVACY STATEMENT**

### **Our privacy statement relates to the details we ask for when you join Kingsway Power or attend trials**

Kingsway Power is subject to the requirements set out in the General Data Protection Regulation ('**GDPR**') and the Data Protection Act 2018. We take our responsibility to look after personal data very seriously.

Our privacy statement explains how we collect, use and look after personal data.

Personal data is any information relating to an identified or identifiable living person.

### **THE DATA PROTECTION PRINCIPLES**

The GDPR includes six principles that organisations must apply when they collect and use personal data. These principles are:

1. Personal data must be processed in a manner which is lawful, fair and transparent. This means that when we collect and use personal information we must have a lawful basis for doing so, we must consider the rights and interests of the person the data is about, and provide clear information about our use of the data.
2. Personal data must be collected for specified, explicit and legitimate purposes and not used in any ways which are incompatible with those purposes. When we collect personal data we must be very clear about why we need it and what we will do with it. If we collect personal data for one purpose may not use it for an unconnected purpose.
3. Personal data we collect must be adequate, relevant and limited to what is necessary for the purposes for which it is used. This means must make sure that we only collect and use personal data that is strictly necessary for our stated purpose or purposes.
4. Personal data must be accurate, and where necessary, kept up to date. We are required to take all reasonable steps to ensure that the personal data held is correct and kept up to date. This means that from time to time, we will review the personal data we hold and we may contact you to make sure the personal data we have about you is current and does not contain any errors.
5. Personal data must be kept in a format which allows identification for no longer than is necessary for the purposes for which it is used. In some cases, it may only necessary for us to be able to directly identify an individual for a short period of time. When we no longer need to be able to identify an individual we will anonymise the personal data. Where personal data is anonymised and the data subject in no longer identifiable that data will cease to be personal data.
6. Personal data must be used in a manner that ensures appropriate security of the data. This means that our policies, procedures, systems and working practices must ensure that personal data is protected from unlawful access and is kept secure at all times.

### **LAWFUL BASIS**

Before we collect and use personal data, Kingsway Power must be able to demonstrate that there is a lawful basis for us to do so. GDPR provides six lawful bases for processing personal data:

- Consent: when you have explicitly told us that we may collect and use your personal data.
- Contract: when we need to collect and use personal data to enter into or perform a contract.
- Legal obligation – when we need to collect and use personal data to carry out our legal duties.
- Vital interests: when we need to collect and use personal data to protect your vital interests or the vital interests of another person.

- Public task: when we need to collect and use personal data to carry out one of our official tasks, or a task that is in the public interest.
- Legitimate interests: when we need to collect and use personal data to pursue the legitimate interests of Kingsway Power or a third party, unless doing so would interfere with your rights and freedoms.

Our lawful basis for collecting and using personal data varies depending on why we have collected it and what we will do with it.

## WHY WE NEED TO COLLECT PERSONAL DATA

Kingsway Power collects and uses personal data for a variety of purposes including:

- The trial process
- Entering tournaments and leagues
- Medical information in case there is a medical problem at training or a match/tournament
- To communicate with you about the club
- To promote the club on social media

## ABOUT THE PERSONAL DATA WE COLLECT AND USE

Kingsway Power collects a range of personal data including:

- Names and contact details (including postal and email addresses and telephone numbers)
- Sport history, for example, which other clubs you are members of or have been members of in the past.
- Health related data or other special category personal data where it is necessary and relevant for a specific purpose.
- Photographs and video recordings

When we collect and use personal data directly from you, we will provide specific and detailed information about the categories of personal data involved.

## COLLECTING PERSONAL DATA ABOUT CHILDREN

We do not knowingly collect personal data about children under the age of 13 without the consent of their parent or guardian.

## HOW WE SHARE PERSONAL DATA

The committee and coaches of Kingsway Power will have access to your personal data for the purpose(s) it was collected for. When suppliers and subcontractors have access to your personal data, Kingsway Power will still be responsible for decisions about how your personal data is used.

In some cases, where there is a lawful basis for us to do so we may share personal data with third parties such as the netball leagues/tournament organisers.

If we are required by law to disclose personal data we will do so, in keeping with our obligations.

We do not routinely transfer personal data outside to any third countries outside the European Economic Area (or 'EEA').

Kingsway Power never sells personal data to third parties for any purpose, and we do not collect or compile personal data for dissemination to third parties for marketing purposes.

Kingsway Power post picture and information on social media. If you do not wish your picture/you child's picture and/or name to appear on social media then please inform us in writing.

## HOW WE LOOK AFTER YOUR PERSONAL DATA

Personal data is held securely within our IT systems.

## HOW LONG WE KEEP PERSONAL DATA

All the personal data that we collect and hold is kept only for as long as necessary.

## YOUR RIGHTS

The GDPR gives individuals a number of rights in relation to any personal data an organisation holds about them and it is Kingsway Power's policy to make it as easy as possible for people to exercise these rights.

### *Subject access*

Under GDPR all individuals are entitled to be told what personal data an organisation holds about them, and to receive copies of that information, free of charge, within one month.

You can make a subject access request to Kingsway Power by contacting the Chair Person via the Website.

### *Rectification and erasure*

If you believe that Kingsway Power is holding inaccurate information about you, you are entitled to ask us to rectify that data. In addition, if you believe that Kingsway Power no longer has a lawful basis to use your personal data, you can ask us to delete it.

The right to rectification and erasure is not absolute, but we will consider any requests carefully and comply with such requests where it is appropriate for us to do so. You can ask to have your personal data rectified or erased by contacting the Chair Person via the website.

### *Withdrawing consent*

If our lawful basis for collecting and using your personal data was consent, then you are entitled to withdraw that consent at any time. You do not need to give a reason for withdrawing your consent and we are required to comply promptly. You can inform us that you wish to withdraw consent by contacting the Chair Person via the website.

### *Complaints*

If you are in any way dissatisfied with the way we have handled your personal data, contact the Chair Person via the Website. In addition, regardless of whether you make a complaint under our Procedure you are entitled to lodge a complaint about our data handling practices with the Information Commissioner by writing to:

The Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

## CHANGES TO OUR PRIVACY STATEMENT

We keep our approach to privacy under close review, and this means we may update our Privacy Statement from time to time. Updates to the Privacy Statement are published on our website.

I have read and understand Kingsway Power's privacy statement and consent to my (or my child's) personal data to be used in the way set out in the privacy statement.

Signed

..... (Name, if player is 13 or over)

..... (Parent, if player is under 13)

I consent to Kingsway Power using photographs and videos of my child/me on social media

Signed

.....(Name, if player is 13 or over)

.....(Parent, if player is under 13)