**HERITAGE NETBALL LEAGUE**

**PRIVACY NOTICE**

**FOR OUR MEMBERS**

We are committed to respecting your privacy. This notice is to explain how we may use personal information we collect before, during and after your membership with us. This notice applies to you if you have registered to become or are a member of our club. This notice explains how we comply with the law on GDPR, what your rights are and for the purposes of UK data protection we will be the controller of any of your personal information.

References to **we**, **our** or **us** in this privacy notice are to the **Heritage Netball League.**

1. Personal Information we may collect from you

Depending on the type of membership you register for with us, you may initially provide us with or we may obtain **personal information** about you, such as information regarding your:

* + personal contact details that allows us to contact you directly such as name, email addresses and telephone numbers;
	+ date of birth;
	+ records of your interactions with us such as emails and other correspondence and your instructions to us;
	+ any payment details you provide so that we can receive payments from you and details of the financial transactions with you;
	+ use of and movements through our online portal, passwords, personal identification numbers, IP addresses, user names and other IT system identifying information;
	+ records of your attendance at any events hosted by us;
	+ images in video and/or photographic form and voice recordings;
	+ details of any county membership;
	+ details of next of kin, family members, coaches and emergency contacts;
	+ records and assessment of any player rankings, grading or ratings, competition results, details regarding [events/matches/games] attended and performance (including that generated through player pathway programme);
	+ any disciplinary and grievance information.
1. **SPECIAL CATEGORIES OF PERSONAL INFORMATION**

We may also collect, store and use the following “**special categories**” of more sensitive personal information regarding you:

* + information about your health, including any medical condition, health and sickness records, medical records and health professional information.
1. **WHERE WE COLLECT YOUR INFORMATION**

We typically collect personal information about our members when you apply to become a member of the League. When you make a query and/or complaint or when you correspond with us by phone, e-mail or in some other way.

We also may collect personal information about you from any third party references you provide.

1. Uses made of the information

The table below describes the main purposes for which we process your personal information, the categories of your information involved and our lawful basis for being able to do this.

|  |  |  |
| --- | --- | --- |
| **Purpose** | **Personal information used** | **Lawful basis** |
| **To administer any membership you have with us and managing our relationship with you, including dealing with payments and any support, service or product enquiries made by you** | All contact and membership details, transaction and payment information, records of your interactions with us. | This is necessary to enable us to properly manage and administer your membership contract with us, on the lawful basis of legitimate interests. |
| **To arrange and manage any contracts for the provision of any services or products** | Contact details, transaction and payment information.Records of your interactions with us.  | This is necessary to enable us to properly manage and administer your membership contract with us, on the lawful basis of legitimate interests. |
| **To send you other marketing information we think you might find useful or which you have requested from us, including our newsletters, information about membership and events** | Contact details  | This is necessary to enable us to properly manage and administer your membership contract with us, on the lawful basis of legitimate interests. |
| **To answer your queries or complaints** | Contact details and records of your interactions with us  | We have a legitimate interest to provide complaint handling services to you in case there are any issues with your membership. |
| **Retention of records** | All the personal information we collect. | We have a legitimate interest in retaining records whilst they may be required in relation to complaints or claims. We need to retain records in order to properly administer and manage your membership and run our club and in some cases we may have legal or regulatory obligations to retain records.We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above. |
| **The security of our IT systems** | Your usage of our IT systems and online portals. | We have a legitimate interest to ensure that our IT systems are secure. |
| **To administer your attendance at any courses or programmes you sign up to** | All contact and membership details,transaction and payment data. | This is necessary to enable us to register you on to and properly manage and administer your attendance on the course and/or programme. |
| **To gather evidence for possible grievance or disciplinary hearings** | All the personal information we collect | We have a legitimate interest in doing so to provide a safe and fair environment for all members and to ensure the effective management of any disciplinary hearings, appeals and adjudications. |

For some of your personal information you will have a legal, contractual or other requirement or obligation for you to provide us with your personal information. If you do not provide us with the requested personal information we may not be able to admit you as a member or we may not be able to properly perform our contract with you or comply with legal obligations and we may have to terminate your membership. For other personal information you may not be under an obligation to provide it to us, but if you do not provide it then we may not be able to properly perform our contract with you.

1. Disclosure of your PERSONAL information

We share personal information with the following parties:

* + **To any governing bodies or regional bodies for the sports covered by our club:** to allow them to properly administer the sports on a local, regional and national level.
	+ **The Government or our regulators**: where we are required to do so by law or to assist with their investigations or initiatives.
	+ **Police, law enforcement and security services**: to assist with the investigation and prevention of crime and the protection of national security.
1. **HOW LONG DO WE KEEP PERSONAL INFORMATION FOR?**

The duration for which we retain your personal information will differ depending on the type of information and the reason why we collected it from you. However, in some cases personal information may be retained on a long-term basis: for example, personal information that we need to retain for legal purposes will normally be retained in accordance with usual commercial practice and regulatory requirements. Generally, where there is no legal requirement we retain all physical and electronic records for a period of 7 years after your last contact with us or the end of your membership. Exceptions to this rule are:

It is important to ensure that the personal information 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 phone number or email address. you can contact us by using the details set out in the "**Contacting us**" section below.

1. **YOUR RIGHTS IN RELATION TO PERSONAL INFORMATION**

You have the following rights in relation to your personal information:

* the right to be informed about how your personal information is being used;
* the right to access the personal information we hold about you;
* the right to request the correction of inaccurate personal information we hold about you;
* the right to request the erasure of your personal information in certain limited circumstances;
* the right to restrict processing of your personal information where certain requirements are met;
* the right to object to the processing of your personal information;
* the right to request that we transfer elements of your data either to you or another service provider;
* the right to object to certain automated decision-making processes using your personal information.

Whilst this privacy notice sets out a general summary of your legal rights in respect of personal information, this is a very 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/.

1. **CHANGES TO THIS NOTICE**

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so.

1. **CONTACTING US**

In the event of any query or complaint in connection with the information we hold about you, please email us at heritageleaguecommittee@btinternet.com

**Version dated 21st May 2018**