

Crystal Palace Netball Club

Data Protection Policy and Privacy Statement

Although classed as a small not-for-profit sports club Crystal Palace Netball Club (the Club) is still very much aware of and committed to the principles of the General Data Protection Regulations (GDPR) and how we deal with personal information.

Your personal information is important and you should treat it as you would any other valuable item. Personal data is information that identifies you: it can be anything, including your name, address or telephone number and where you went to school or things you buy.

The Data Protection Act, 1998 governs how we collect, store, process and share your data.

Any person or organisation that uses personal information is known as a data controller. A data controller must comply with the eight principles of the data protection act. These ensure that personal information is:

- fairly and lawfully processed
- processed for limited purposes
- adequate, relevant and not excessive
- accurate and up to date
- not kept for longer than is necessary
- processed in line with your rights
- secure
- not transferred to other countries without adequate protection

Data Collection Statement

Crystal Palace Netball Club often needs to use information about you in order to facilitate communication across the club and provide England Netball with information that will enable it to support our members through its services and allow participation in events. In some cases, this data may be so-called sensitive personal data relating to you. England Netball may process this sensitive personal data in the following ways:

- Ethnicity data – this data is collected on a voluntary basis from you, it may be used to identify and keep under review equality of opportunity at England Netball and within the game. It will also be anonymously used for statistical and reporting purposes.
- Disability data – this data is collected on a voluntary basis from you, it may be used to identify and keep under review equality of opportunity at England Netball and within the game. It will also be anonymously used for statistical and reporting purposes.
- Injury data – this may be collected by England Netball directly from you or via the club for use in your Personal Accident Claim. It may be used (anonymously) for statistical and reporting purposes and may be used in connection with any subsequent legal claims.
- Criminal records data – CPNC must ensure that those who take up appointments (voluntary or paid) do not pose a risk to the children in its care. The club may therefore process criminal records data disclosed by the CRB. This will be processed in accordance with the CRB's Code of Practice for Registered Persons.

Teamstuff is the Club's primary communications platform and all up to date member information is stored there. Only select members of the Committee who need to be able to contact all members have access to the information saved in the member database and your contact details. By joining the Club, you automatically have access to email distribution groups to contact your peers but these do not give out detailed information or personal email addresses. Important information is shared through Teamstuff and this is a controlled platform.

You are free to share personal details and email addresses with friends in the club for personal correspondence, but these communications are outside of the remit of the club's data management and

control. Any What's App groups with team members are social forums and outside of the Committee's formal remit. Again, by joining these groups you are sharing your phone details within a personal capacity and we request that in these forums you are mindful of the club's social media policy and the privacy of others.

You can update how we contact you by editing your contact preferences in Teamstuff. **When you unsubscribe to Teamstuff you unsubscribe to CPNC communications.**

However, if when you leave, you would like to keep an eye on Club news and may want to join us for events and tournaments in the future, then please join our facebook group to keep in contact. We love to see old members and hear how they are getting on.

Data Protection Policy

The club's data protection policy sets out our commitment to protecting personal data and how we implement that commitment with regards to the collection and use of personal data.

Aligned to the principles of England Netball, Crystal Palace Netball Club is committed to:

- ensuring that we comply with the eight data protection principles, as listed below
- meeting our legal obligations as laid down by the Data Protection Act 1998
- ensuring that data is collected and used fairly and lawfully
- processing personal data only to meet our operational needs or fulfil legal requirements
- taking steps to ensure that personal data is up to date and accurate
- establishing appropriate retention periods for personal data
- ensuring that data subjects' rights can be appropriately exercised
- providing adequate security measures to protect personal data
- ensuring that a designated member of the committee (Club Secretary) is responsible for data protection compliance and provides a point of contact for all data protection issues
- ensuring that all committee members are made aware of good practice in data protection
- providing adequate training for all club members/volunteers responsible for personal data
- ensuring that everyone handling personal data knows where to find further guidance
- ensuring that queries about data protection, internal and external to the club, is dealt with effectively and promptly
- regularly reviewing data protection procedures and guidelines within the club

Subject Access Request

Under the data protection act you have a right to a copy of the information we hold about you. Requesting this information in writing is known as making a subject access request and there may be a small fee of £10 payable to support the time administrating the request. The information in the request should include:

- Whether you are the Data Subject and if not, what is your relationship to the Data Subject and a copy of the authority to act on behalf of the Data Subject
- Applicant's name and address and Data Subject's name and address where different.
- What information are you looking for, are you making the request in relation to a specific area or is it a generic request covering all data held.
- We will also need to check your identity before we can process your request. Please provide proof of your identity when making a request (passport, drivers licence etc).

The request will be passed to the data protection officer (Club Secretary) who will send you a copy of information we hold about you within 40 days. These subject access requests will not remain confidential to the data protection officer; they may be shared with other relevant committee members.

If you would like to discuss making a subject access request then please contact the Club Secretary.