



Kent Netball Privacy Notice

Policy Name	Kent Netball Privacy Notice
Responsible Officer	Chairperson
Group Owner	KNMC
Date created/modified	01/05/2021
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Review date	01/05/2024
Applicable for	This policy is mandatory. It applies to all members of Kent Netball acting in any capacity within netball where a separate policy does not exist.
Summary	This notice provides information on Kent Netball's aim to manage personal information in a GDPR compliant manner.

Version control

Person Responsible	Version and summary of changes	Date
Dawn Cox	First Version. Kent Netball Privacy Statement	10/04/18
Dawn Cox	Re-formatted, updated and renamed. Kent Netball Privacy Notice_v1.0	01/05/21

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Abbreviations

AGM	Annual General Meeting of Kent Netball
EN	England Netball
INF/IFNA	The International Netball Federation (INF), formerly the International Federation of Netball Associations (IFNA), is the worldwide governing body for Netball.
KN	Kent Netball
KNMC	Kent Netball Management Committee
L&SE	London and South East
RMB	Regional Management Board

1. Contact Details

Kent Netball (KN) is not required to have a Data Protection Officer. However, for information and queries about data protection compliance, contact our Data Protection Lead.

Data Protection Lead, Mrs Dawn Cox: secretary@kentnetball.co.uk

2. The types of personal data Kent Netball processes

The data KN collects will vary depending on the relationship with the Data Subject.

KN processes the following personal data:

- Full name and personal details (e.g. photograph, driving licence);
- Contact data (e.g. home address, email address, telephone numbers);
- Date of birth and/or age;
- Special categories of data such as medical history or race or ethnicity, disability or sexual orientation;
- Next of kin and emergency contact data;
- Imagery in video and/or photographic form and voice recordings;
- Records of participation at events/sessions/competition;
- Records of enquiries and other correspondence with you;
- Marketing email lists;
- Membership details including start and end date and any regions, counties, leagues and clubs that you are/have been a member of;
- Coaching/teaching/officiating qualification and/or history;
- Records of any courses or sessions attended/enquiries;
- Records and assessment of any player rankings, gradings or ratings, competition results, details regarding events/matches/games attended and performance;
- Any disciplinary, safeguarding and grievance data;
- Records of your interactions with us such as telephone conversations, emails and other correspondence and your instructions to us;
- Any payment details you provide so that KN can perform financial transactions with you;
- Any details required for the purposes of awarding scholarship funding or grants (including any means testing);
- Records of your attendance at any events or competitions hosted by us;
- Membership of the KNMC, Subcommittees and Working Groups
- Membership of Academies
- Names of Covid-19 Officers for member County clubs.

3. Lawful basis for processing personal data

KN collects, stores and processes personal data for several purposes, mainly: to inform members and other interested parties about netball activity within the County such as events, competitions, leagues, courses and promoting further opportunities, financial accounting and marketing. KN will not use any of the data collected 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.

The GDPR provides that legally we might hold and process your data for any of the following four reasons and we have included below a summary of what that means for KN and how we might use data you provide to us:

Where required to perform a **Contract**. For example:

- to administer and manage our relationship with members; and
- to administer attendance at competitions, events or training.

Where required to comply with our **Legal Obligations**. For example:

- to comply with health and safety requirements. For example, to ensure the safe running of netball sessions and to enable adaptations as required;
- to comply with safeguarding requirements. For example, working with children or vulnerable adults;
- to ensure we are offering equitable access to our services to avoid discrimination; and
- for the prevention of fraud and other criminal activities.

Where there is a **Legitimate Interest**. For example:

- to correspond and to answer queries and complaints;
- to ensure understanding of the coaching, officiating and volunteering workforce available;
- to comply with awarding bodies' accreditation obligations;
- to administer and monitor attendance at events and competitions.

Where you have provided **Consent**. For example:

We may use and process your personal data where you have **consented** for us to do so for the following purposes:

- marketing; and
- inclusion on list of KNMC, Subcommittee and Working Groups members.

4. How does Kent Netball collect personal data?

To deliver and enhance the services offered by KN, certain personal data is collected. KN collects personal data from individuals when:

- The individual registers to become a member
- The member enters a KN event or participation programme
- The individual participates in a KN course
- The individual requests information from KN
- The individual provides information to KNMC volunteers
- The individual participates in a KN survey.

Children

Children's data are collected and processed in accordance with this Policy. Parents and guardians are expected to ensure that the children they are responsible for are aware of how their personal data will be processed by us.

The data may be collected in both paper and electronic form.

5. How Kent Netball uses personal data

KN will only collect data that is necessary for them to carry out the primary purpose of providing services relating to: membership, education and events. Personal data may be used in order to:

- Provide the services required
- Internal accounting and administration
- Regulatory reporting and compliance
- Help KN to inform and identify other products or services that may be of benefit.

If KN sends any information about services or products that are not required, or a member does not want personal data disclosed to any other organisation (including related organisations) they can advise KN accordingly by emailing to the Data Protection Lead.

If the member does not advise KN otherwise, they will be deemed to have confirmed their agreement on their own behalf and/or on behalf of others that they represent.

6. When Kent Netball discloses personal data

KN discloses personal data to other organisations that is necessary to assist in providing services. The organisations include outsourced service providers who manage the services provided to members, including:

- the KN administrators;
- England Netball;
- authorised third parties; and
- Government and regulatory authorities and other organisations, as required or authorised by law.

KN limits the use and disclosure of any personal data to such organisations for the specific purpose for which it is supplied.

When a member provides KN with personal data about other individuals, KN relies on that member to make the individual aware that the data has been provided to KN and for what purpose, and to whom it may be disclosed and also how they can access their data.

KN will never sell or share your data with other organisations to use for their own purposes.

7. Storage and security of personal data

KN stores personal data on a computer database. The personal data may be held in both paper file and computer file form. KN will implement measures of a reasonable nature to ensure that all personal data is securely stored from misuse, loss and unauthorised handling.

KN will hold personal data only for as long as needed for the purpose it was collected, which is as follows:

- Financial data – 7 years
- Disciplinary data – 5 years
- Participation in leagues – 2 seasons
- Injury Forms – minimum of 3 years or until the child reaches 21
- Course attendance/qualification – 5 years
- Correspondence/enquiries – for the relevant season or, if later, until resolved or for such longer period as required
- Names of Member County club Covid-19 officers – for the relevant season
- Academy Athlete details – whilst active in the programme after which only names will be retained for historical purposes
- Safeguarding data – until the matter is closed or, in the case of child protection cases, until the child is 24

- Zoom recording of meetings – 3 months.

At the end of the relevant retention period or when any data is no longer required, it will be deleted. Where an individual has consented for KN to retain data, KN will only hold the data for the duration of the consent.

8. Data Subject Rights

You have the following rights to:

- be informed of what data is being collected about you, how it's being used, how long it will be kept and whether it will be shared with any third parties;
- request a copy of the data that KN holds on you;
- correct data that's inaccurate or incomplete;
- erase any personal data that's stored on you;
- request transfer any data held on you to another organisation;
- limit the way your personal data is used; and
- challenge certain types of processing.

The member can gain access to their personal data by contacting the Data Protection Lead.

9. Review of Notice

The KNMC will review this notice at three-year intervals.

Amendments to the notice are permitted at any time following a decision of the KNMC, which must be minuted.

A record of revisions of this Notice will be recorded in the Kent Netball Documents – Version Control Register.