

CWNA Privacy Policy

Coventry and Warwickshire Netball Association is committed to ensuring that personal information is held fairly, lawfully and securely in accordance with data protection laws.

This policy covers the different elements of personal information we collect from you, what we do with the information, how long we will hold it, what we won't do with the information, as well as what rights you have.

Introduction to Data Protection

We have an obligation under Regulation (EU) 2016/679 of the European Parliament – the General Data Protection Regulation ('GDPR') to provide you with information about how and why we use your data. We recognise our obligations and your legal rights set out in the GDPR. We are committed to protecting and respecting your privacy by complying with the principles of the GDPR.

Who are 'we'?

In this policy, whenever you see the words 'we', 'us' or 'our', it refers to Coventry and Warwickshire Netball Association. We are the League Association responsible for the delivery of netball in the Coventry and Warwickshire area.

Data Protection Officer

Coventry and Warwickshire Netball Association does not have a Data Protection Officer. However, for information and queries about data protection compliance, email: cwna.registrations@live.com or telephone 07754 530680.

Amendments to our Privacy Policy

If we amend our privacy policy, any changes will be published on our website. If necessary, this will be brought to your attention.

This policy was last updated on: August 2018

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.

The types of personal data we may collect

The data we collect about you will vary, depending on our relationship with you. Below are examples of the sorts of data that we may collect:

- Full name and personal details (e.g. photograph)
- Contact information (e.g. home address, email address, telephone numbers);
- Date of birth and/or age;
- Records of participation at events/sessions/competition;
- Records of enquiries and other correspondence with you;

How we use your personal information

We collect, store and process personal data for several purposes, mainly: membership, pathway, event and competition management and financial accounting. We will not use any of the information that we collect 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 information for any of the following four reasons and we have included below a summary of what that means for Coventry and Warwickshire Netball Association and how we might use information you provide to us:

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

- Provision of netball in the Coventry and Warwickshire area

Where required to comply with our **LEGAL OBLIGATIONS**. For example:

- Ensuring England Netball Registration in accordance with personal insurance cover

Where there is a **LEGITIMATE INTEREST**. For example:"]

- In administering the Coventry and Warwickshire Netball League in accordance with the constitution of Coventry and Warwickshire Netball Association

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

We may use and process your personal information where you have **consented** for us to do so.

Retaining your information

If we collect your personal information, the length of time that we retain it is determined by a number of factors, including the purpose for which we use that information and to comply with our other legal obligations (apart from GDPR). We maintain a Retention Schedule, which records approved retention periods, the reasoning for the retention period and end of life treatment. Some of these retention periods are currently being defined by us and an update of this privacy policy will be added to our website once they have been formally approved.

We do not retain personal information in an identifiable format for longer than is necessary. Where you have consented for us to retain your data, we will only hold the data for the duration of your consent.

Children

Children's data are collected and processed in accordance with the information below. 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.

We require parental or guardian consent to process personal data of any child under the age of 14.

Using your information for marketing

We only send marketing information to you if you have explicitly agreed to our doing so or have requested it and we will only do so in the way(s) you have agreed to. You can withdraw consent at any time. See below for more information.

Marketing information covers information about tickets to events, special offers, opportunities, products and services and other commercial information.

In connection with information about tickets, special offers, opportunities, products and services and other commercial information, the categories have been divided into two groups:

- from Coventry and Warwickshire Netball Association

- from Coventry and Warwickshire Netball Association about its sponsors and partners

If you want to receive information from either of these two groups but haven't yet requested it, you can do so by emailing cwna.registrations@live.co.uk

Withdrawing consent

If we contact you and you want to change how – or if – you receive our communications, please email cwna.registrations@live.co.uk

Sharing your personal data and data processing

We only share personal data where we are required by law or with our suppliers or sub-contractors who carry out work for us and who you have given us permission to share it with. Other than the circumstances set out above, information about you will not be passed to a third party for any other purposes. All our suppliers and sub-contractors are required by their own data sharing agreements or contracts to treat your data as carefully as we would, to use it only as instructed, and to allow us to check that they do this.

Organisations we share your personal data with

- Web Services Ltd – providers of the online registration form facility

Profiling

Coventry and Warwickshire Netball Association does not perform any profiling that has legal or significant effect nor any automated decision making.

International transfer

We do not transfer your data internationally at the current time. We will take all reasonable steps to ensure that your personal information is used only in accordance with this privacy notice and applicable data protection laws and is respected and kept secure. Where a third party processes your data on our behalf we will put in place appropriate safeguards as required under data protection laws.

Information Security

Where we have given you (or where you have chosen) a password, which enables you to access certain parts of our website, or membership portal, it is your responsibility to safeguard your password against the possibility that others may use it to gain unauthorised access. Do not store your password anywhere, in written or electronic form, or give it to someone else. Please let Coventry and Warwickshire Netball Association know if any record containing your password is lost or stolen or if you think there has been a possibility that your security has been breached.

More on Information Security

We do our very best to keep personal information secure wherever we collect personal data online. We place a great importance on the security of all personally identifiable information associated with our members, supporters, customers and users. We will take all steps reasonably necessary including policies, procedures and security features to ensure that information about you is treated securely and protected from unauthorised and unlawful access and used in accordance with this privacy policy. We have security measures in place to attempt to protect against the loss, misuse and alteration of personal data under our control or being transferred, we use our best efforts to try to prevent this.

Our website may, from time to time, contain links to and from the websites of third parties. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

What we don't do with your information

We never sell or share your information with other organisations to use for their own purposes.

Your rights

The GDPR grants you certain rights ('information rights') which we summarise below.

Right of access	You have the right to obtain confirmation from Coventry and Warwickshire Netball Association as to whether or not personal data concerning you are being processed, and, where that is the case, you have the right to access that personal data.
Right to rectification	You have the right to oblige Coventry and Warwickshire Netball Association to rectify inaccurate personal data concerning you. Taking into account the purposes of the processing, you have the right to have incomplete personal data completed by providing a supplementary statement.
Right to erasure (right to be forgotten)	You have the right (under certain circumstances, but not all) to oblige Coventry and Warwickshire Netball Association to erase personal data concerning you.
Right to restriction of processing	You have the right (under certain circumstances, but not all) to oblige Coventry and Warwickshire Netball Association to restrict processing of your personal data. For example, you may request this if you are contesting the accuracy of personal data held about you.
Right to data portability	You have the right (under certain circumstances, but not all) to oblige Coventry and Warwickshire Netball Association to provide you with the personal data about you which you have provided to Coventry and Warwickshire Netball Association in a structured, commonly used and machine-readable format. You also have the right to oblige Coventry and Warwickshire Netball Association to transmit the data to another controller.
Right to withdraw consent	If the lawful basis for processing is consent, you have the right to withdraw that consent.
Right to object to direct marketing	Where your personal data are processed for direct marketing purposes, you have the right to object at any time to processing of your personal data for marketing, which includes profiling to the extent that it is related to such direct marketing.
Rights in relation to automated decision making and profiling	Coventry and Warwickshire Netball Association does not perform any automated decision-making based on personal data that produces legal effects or similarly significantly affects you.

Your right to lodge a complaint with a supervisory authority

If you wish to exercise any of your rights concerning your personal data, you should contact us at cwna.registrations@live.co.uk.

The Coventry and Warwickshire Netball Association is not a 'public authority' as defined under the Freedom of Information Act and we will not therefore respond to requests for information made under this Act.

If you are not satisfied with the response you receive, you have the right to lodge a complaint with the supervisory authority. In the United Kingdom this is the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, telephone: 0303 123 1113, email: casework@ico.org.uk.