

**Macclesfield Netball Club Privacy Notice**

 **Who we are**

Macclesfield Netball Club (MNC) was formed to provide girls and women the opportunity to play and enjoy netball, whether competitively or socially. We are based in Macclesfield and draw our members from the local area.

As we need to collect certain personal data to fulfil our service to you, this privacy notice explains how we maintain the privacy of your personal information. It sets out what data we collect, how it will be used, our legal basis for obtaining it, as well as outlining your rights. MNC want to make sure all the personal information we have collected about you is safe and secure whether we collect it through our website at MNC or from other sources.

When we mention **‘MNC’ ‘the Club’, ‘we’, ‘us’ or ‘our**’, we are referring to the Macclesfield Netball Club or MNC.  When we refer to the **‘Site’** we mean our website which is hosted at <https://www.macclesfieldnetball.com>

We have appointed a Data Protection Lead to oversee our compliance with data protection laws, who has overall responsibility for data protection compliance.  If you have any questions about this notice or what we do with your personal information, their contact details are set out in the "Contact" section below.

**Use of Personal Information**

We collect and use personal information (including sensitive data) so that the club can:

* Perform the services associated with club membership
	+ administering your membership application or renewal
	+ taking payment for membership
	+ correspondence regarding Club membership or Club activities, this is through a variety of formats including email, WhatsApp, Teamo and text.
* Ensure the players safety while a member of the Club or participating in Club/team related events we require:
	+ parent/carer contact details
	+ record of ongoing health conditions or allergies of every player
	+ discussions regarding any injury to assess whether you are fit to take part
* Promote the ethos and expectations of the Club by:
	+ Posting photographs on our website, Instagram, Teamo and Twitter
	+ Club newsletters
* Comply with our legal obligations, for example, regarding working with children or vulnerable adults to fulfil with our safeguarding requirements
* Comply with our equal opportunities monitoring

MNC may occasionally send you information or marketing that may be considered useful to you and your child. You may withdraw from this type of contact at any point by contacting the safeguarding officer or media and publicity officer.

**Legal basis for holding your information**

When you become a member of the club, we have contractual agreement with you. This is the legal basis for contacting you about team selection and keeping you up to date with any products we feel may benefit you as a player and current news in regard to the club. You have the right to ask the club to remove your contact details at any point, or choose which format you are contacted by, which you may do by contacting us at safeguardingmnc@gmail.com

Please note however, that the withdrawal of your consent will not affect any use of the data made before you withdrew your consent and we will still be entitled to hold and process the relevant personal information for legal reasons.  Withdrawing consent may also have the same effect as not providing the information in the first place, for example, we may no longer be able to provide certain member benefits to you, which might include being unable to choose you for team matches.

**Personal information that we collect**

This section tells you what personal information we collect from you or hold about you when you apply to join or become a member of the Club.

* Member details: including, Full name, age, date of birth, gender, parents/guardians email address, postal address, telephone number(s), school affiliation and school year, parents’ names and England Netball affiliation number
* Payment information which is set up through Teamo
* Communications sent to you from the club
* Your relevant qualifications and certifications (coaching, first aid, safeguarding etc.)
* Any grievance or disciplinary information
* Your communication preferences
* System username and password
* Photos and videos

**Special categories of personal information**

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

* Relevant information about your health
* Relevant information about any learning needs
* Information about any relevant injury

In relation to the special category personal data that we possess, we do so on the contractual basis when joining the club, and which is renewed annually.

**Sharing personal information with service providers**

We share your information with governing and regional netball organisations such as England Netball, which allows them the ability to properly administer the sports on a local, regional and national level. We will only pass on the minimal details to the leagues the club plays in which include your first name and DOB.

Your data is hosted within our club database which is run by the key members of the club committee, which is part of the contract we have when you join.

When you join MNC you are also required to register with England Netball, and we refer you to England Netball’s Privacy Notice for further details of their handling of your personal data.

Your personal information is only shared to the extent needed to run the organisation, or where third parties process information for us, including governing and regional netball organisations. In such circumstances, we will put in place arrangements to protect your personal information.  Outside of that, we do not disclose your personal information unless we are required to do so by law.

We do not sell, trade or rent your personal information to others.

**How we protect your personal information**

We use a variety of physical and technical measures to keep your data safe and to prevent unauthorised access to or use or disclosure of your personal information.  Electronic data and databases are stored on secure computer systems and we control who has access to information (using both physical and electronic means). Club Officials receive data protection guidance, and we have set security practices which are followed when handling personal data.

**Cookies - How do we use cookies on our website**

Cookies are small text files that are placed on your computer when you access a website. These allow websites to do several important things, including remember what’s in your shopping basket and which pages you have visited.

Our website is exclusively an informational site and collects no personal data, nor is it used as an online store. We do not serve up advertisements or knowingly take part in any scheme that would allow your online behaviour to be tracked for the purposes of identity discovery.

**Third Party Links**

The clubs website contains links to other websites that have information relevant to the sport of netball, health and wellbeing, and safeguarding. Their inclusion cannot be taken to imply any endorsement or validation by us of the content of these websites.  We are not responsible for the privacy practices of, nor do we accept any liability in connection with the content of, such websites. We recommend that reviewing the Privacy Notice of each third-party site to determine their use of your personal data.

**Retention period of your information**

We will only retain your personal information for as long as is necessary and as permitted by applicable laws.  We will retain your personal information while we are using it, as described in the section above. If you leave the club, we will archive your personal details for one year, after which we will delete this information and have the ability to clear personal data on request. After we no longer need to retain your personal information, we will delete it or securely destroy it.

**Your Rights**

UK and EU data protection laws afford rights to individuals if we process your data, in the context of our activities under the definition of the General Data Protection Regulation. These rights are as follows:

* the right to confirm whether or not we have your personal data and, if we do, to obtain a copy of the personal information we hold (this is known as subject access request);
* the right to have your data erased (though this will not apply where it is necessary for us to continue to use the data for a legal reason);
* the right to have inaccurate data rectified;
* the right to object to your data being used for marketing;

Please keep in mind that there are exceptions to the rights above and, though we will always try to respond to your request, though there may be situations where we are unable to do so.

**Contact Us**

If you have any questions about this Privacy Notice, you can contact the safeguarding lead:

safeguardingmnc@gmail.com

**Changes to Privacy Notice**

In order to keep up with changing legislation, best practice, and changes in how we process personal data, we may revise this Privacy Notice at any time without notice by posting a revised version on this Website.  So please check back periodically so that you are aware of any changes.  This Privacy Notice should be read in conjunction with and is subject to our Terms.

This Privacy Notice was last updated 1st May 2020.