

The Norwich Netball League 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 the Norwich Netball League (hereafter referred to as NNL). We are responsible for the delivery and management of the NNL. The NNL is the controller of all personal data processed by the NNL.

### **Data Protection Officer**

The NNL does not have a Data Protection Officer. The League Secretary shall be the Data Protection Lead. For information and queries about data protection compliance please email:

[norwichnetballleague@gmail.com](mailto:norwichnetballleague@gmail.com)

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.

### **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 1<sup>st</sup> October 2023

### **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 England Netball affiliation number
- Contact information (e.g. email address, telephone numbers)
- 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:

- To keep you informed of League matters, courses and events
- To provide contact details for fixtures
- To provide umpire contact details for game management
- To monitor player registration and affiliation, and for league management

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 reasons and we have included below a summary of what that means for the NNL and how we might use information you provide to us:

Where required to perform a CONTRACT:

We may use and process your personal information for general management of the leagues.

For players - your name and affiliation number will only be shared with the relevant Officers of the NNL committee, the Norfolk County Netball Association and England Netball.

For team secretaries, second contacts and umpires – we may use your name, email address and telephone numbers as given to the league upon application, which will be shared with all team secretaries, second contacts and umpires in the League the NNL committee, the Norfolk County Netball Association and England Netball.

### 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.

<b>GDPR Retention Schedule</b>		
<b>Document</b>	<b>Retention period</b>	<b>Responsibility</b>
Affiliation data	Current year plus 1 year	Results Secretary
AGM attendance records	End of following year	Secretary
AGM meeting minutes	Indefinitely	Secretary
Complaints	3 years	Secretary
Digital imagery	7 years	Publicity Officer
Emails	Current year plus 1 year	All
Financial accounts	7 years	Treasurer
Financial records - receipts and invoices	7 years	Treasurer
Fine letters	3 years	Results Secretary
Fixtures	3 years	Secretary
Fixtures contact lists	Current year plus 1 year	Secretary
League tables and results tables	Indefinitely	Results Secretary
Meeting minutes - digital	7 years	Secretary
Meeting minutes - paper	Current year plus 1 year	Secretary
Results cards	3 years	Results Secretary
Team application forms	1 year after season ends	Secretary
Team registration sheets	1 year after season ends	Results Secretary
Umpiring list	1 year after season ends	Umpiring Secretary

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.

## **Withdrawing consent**

If we contact you and you want to change how, or if, you receive our communications, please contact: [norwichnetballleague@gmail.com](mailto:norwichnetballleague@gmail.com) You can change your mind at any time about our holding your information, and if you wish to do this, please contact us at: [norwichnetballleague@gmail.com](mailto:norwichnetballleague@gmail.com)

## **Sharing your personal data and data processing**

We only share personal data where we are required by law or where you have given us permission to share it. Other than the circumstances set out above, information about you will not be passed to a third party for any other purposes. All our teams and contacts 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:

NNL teams, clubs, umpires and committee members

Norfolk County Netball Association

England Netball

## **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. 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 and Facebook or Twitter sites 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.

### 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: [norwichnetballleague@gmail.com](mailto:norwichnetballleague@gmail.com)

Right of access	You have the right to obtain confirmation from the NNL 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 the NNL 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 the NNL to erase personal data concerning you.
Right to restriction of processing	You have the right (under certain circumstances, but not all) to oblige the NNL 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 the NNL to provide you with the personal data about you which you have provided to the NNL in a structured, commonly used and machine-readable format. You also have the right to oblige the NNL 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.

The NNL 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](mailto:casework@ico.org.uk)