

Dorchester Netball Club
PRIVACY NOTICE FOR OUR MEMBERS

We at the **Dorchester Netball Club** want to make sure all the personal details we hold about you are safe and secure, so we have put together this note to tell all of our members, *whether you are a player/participant or simply a fan of the sport*, how we make sure we just do that and what to do in case you have any questions for us or want to see what information we have. We are, what is known as, a **data controller**. This means we have control over how your details are used and who we pass them to.

Sometime organisations like ours need to appoint an individual called a “**Data Protection Officer**” to make sure that we are being very careful with your information. We don’t need to have Data Protection Officer, but we have decided to put together a team of people instead to make sure your details are safe. They can be contacted at Trudy Ritsema or Tracy Moore and in case you have any questions. All the contact details are on the website www.dorchesternetball.co.uk

1. WHAT TYPE OF DETAILS DO WE COLLECT FROM YOU?

We might collect the following **personal details** about you during before, during or after your time as a member, such as :

- details of how we can contact you, such as your name, email address, where you live and phone number;
- your birthday;
- your gender;
- any medical issues;
- school you go to;
- membership details including when you signed up to be a member and any date you decide to leave us;
- any bank details belonging to your parent or guardian so that we can receive payments from you and details of any payments you make;
- records that tell us when you were at our events or competitions;
- videos and photos of you;
- records of whether you play at a county/national level;
- details of family members, coaches and other people we might need to contact in case of an emergency;

2. WHERE DO WE GET THIS INFORMATION FROM?

We will normally collect personal information about you when you become a member of Dorchester Netball Club via a form your carers fill in.

3. MARKETING INFORMATION

At Dorchester Netball Club we do not give your details to any third parties who may send you marketing material. We only use your details to send you information about club news/information, matches and kits orders.

4. ARE YOUR DETAILS SAFE?

We have put in place lots of security measures to make sure your details don’t go missing or get used in a way they shouldn’t be. We have a great team of people working with us who are trained to know how to use your details securely and will only use your details when and how we tell them to.

5. **HOW LONG DO WE KEEP PERSONAL INFORMATION FOR?**

We collect personal details from you for different reasons and so we might keep it for different lengths of time. For example, we might have to keep it for a long time for legal reasons, but most of the time, we will keep your details for 1 year after you last get in touch with us.

It is important to make sure that the details we hold about you is accurate and up-to-date, so make sure you let us know if anything like your email address or phone number changes. You can normally do this by contacting Tracy Moore (coach).

6. **WHAT ARE YOUR RIGHTS?**

Did you know you can ask us to do lots of things with your details?

You can ask us:

- to tell you how your details are being used;
 - to provide you with a copy of all details we hold on you;
 - to correct some of the details we hold if they are not correct or out of date like your contact details for example;
 - to delete all of the details we hold on you (unless we have a good reason not to!);
 - to stop using your details in a certain way;
 - to send your details to you or another organisation like any club you play at for example;
- and

Some of the rights may not always apply to the personal details we hold for you as there are sometimes requirements and exemptions attached which means we need to hold on to certain information and other times the rights may not apply at all.

DON'T FORGET though, if you have told us we can use your information in a certain way and you would like us to stop, you can tell us to stop at any time and you can always tell us to stop sending you marketing messages. More information about these rights can be found online here <https://ico.org.uk/for-the-public/>. If you have any questions or are unhappy about something, please contact Tracy Moore.

7. **HOW CAN YOU GET IN TOUCH?**

If you have a question or a complaint, you can always get in touch with one of our team whose details are on our website at www.dorchesternetball.co.uk.