

# **LBYNC – Privacy Policy**

## **Privacy Policy**

LBYNC 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.

## **Data Protection Officer**

LBYNC does not have a Data Protection Officer. However, for information and queries about data protection compliance email: [lbync@outlook.com](mailto:lbync@outlook.com)

## **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: 10/08/2018.

## **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;
- Contact information (e.g. email address, telephone numbers);
- Date of birth and/or age;
- Special categories of data such as medical history or disability;
- Imagery in video and/or photographic form and voice recordings;
- Records of participation at events/sessions/competition (e.g. duty sheets, master signature sheets);
- Records of spectator attendance at events or competitions hosted by LBYNC;
- Records of enquiries and other correspondence with you; and
- Marketing, team contact and umpire contact lists.

## **How we use your personal information**

We collect, store and process personal data for several purposes, mainly: our membership, match and umpire administration; event and competition management; financial accounting;

and marketing. 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 the following reason and we have included below a summary of what that means for LBYNC and how we might use information you provide to us:

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

- To administer attendance on any competitions or events;

***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 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 and officiating workforce available;
- To administer and monitor attendance at events and competitions.

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

- We may use and process your personal information where you have **consented** for us to do so for the following purposes:
- Sharing of Team and Umpire contact lists with LBYNC members;
- Promoting the sport, our events, opportunities, and services;
- Sending newsletters.

## **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 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 18.

## **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.

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

## Withdrawing consent

If you want to change how, or if, you receive our communications, please email [lbync@outlook.com](mailto:lbync@outlook.com).

## Sharing your personal data and data processing

We only share personal data where we are required by law or with:

- Committee members and Club Coaches;
- Where the law requires it. We may disclose your personal information to third parties if we are under a duty to comply with any legal obligation; and
- Anyone else where we have your consent.

## Information Security

Where we have given you (or where you have chosen) a password, which enables you access to team and umpire contact lists, 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 [lbync@outlook.com](mailto:lbync@outlook.com) 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.

We do our very best to keep personal information secure wherever we collect personal data. 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 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 expect 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 summarised below.

Right of access	You have the right to obtain confirmation from LBYNC 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 LBYNC 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 LBYNC to erase personal data concerning you.
Right to restriction of processing	You have the right (under certain circumstances, but not all) to oblige LBYNC 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 LBYNC to provide you with the personal data about you which you have provided to LBYNC in a structured, commonly used and machine-readable format. You also have the right to oblige LBYNC 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	LBYNC does not perform any automated decision-making based on personal data that produces legal effects or similarly significantly affects you.

### **The 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 [lbync@outlook.com](mailto:lbync@outlook.com).

LBYNC 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).