



# WOKING BLACKHAWKS BASKETBALL CLUB

## Draft Privacy Notice for Development

### Summary of how we use your data

- WOKING BLACKHAWKS BASKETBALL CLUB uses your personal data to manage and administer your membership and your involvement with its teams and club, and to keep in contact with you for these purposes.
- Some data is shared with Basketball England, who use your data to regulate, develop and manage the game.
- Data is also shared with Wessex Basketball Association, Surrey Basketball Association and British Wheelchair Basketball Association
- Amongst the data we collect from you may be medical (including injury) information. We will hold this where you (or your parent) have given consent, so that we can ensure we are aware of your condition and that you are supported appropriately.
- Where we or Basketball England rely on your consent, you can withdraw this consent at any time.
- Where you work in a particular role within the Club, you may be required to undergo a Disclosure & Barring Service check using the service that Basketball England provide through GB Group Online Disclosures. The result of this check will be input into your personal record on Basketball England's database system (where appropriate),

### What does this notice cover?

This privacy notice describes how WOKING BLACKHAWKS BASKETBALL CLUB (also referred to as "the Club", "we" or "us") will make use of the data we handle in relation to our members, players, parents and volunteers. It also describes your data protection rights, including a right to object to some of the processing which we carry out.

### What information do we collect?

We collect and process personal data from you or your parent when you join the Club and when we carry out annual renewals of your membership. This includes:

- your name;
- your gender;
- your date of birth;
- your Basketball England license number;
- your home address, email address and phone number;
- your passport and NI details, where we have to check your eligibility or ability to work for us;
- your type of membership and involvement in particular teams, or any key role you may have been allocated, such as Chair, Safeguarding Lead, Membership Secretary etc.;
- your payment and/or bank account details, where you provide these to pay for membership;
- your medical conditions or disability, where you provide this to us with your consent (or your parent's consent) to ensure we are aware of any support we may need to provide to you.

Some information will be generated as part of your involvement with us, in particular data about your performance, involvement in particular matches in match reports and details of any disciplinary issues or incidents you may be involved in on and off the pitch, such as within health and safety records.



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## What information do we receive from third parties?

Sometimes, we receive information about you from third parties. For example, if you are a child, we may be given information about you by your parents.

We may receive information relating to your existing registrations with other clubs or disciplinary history. Additionally, for certain role holders or those working with children, we may receive information from the Disclosure and Barring Service and Basketball England on the status of any DBS check you have been required to take.

## How do we use this information, and what is the legal basis for this use?

We process this personal data for the following purposes:

As required by us to conduct our business and pursue our legitimate interests, in particular:

- we will use your information to manage and administer your membership and your involvement with its teams and club, and to keep in contact with you for these purposes;
- we will also use data to maintain records of our performances and history, including match reports, score lines and team sheets;
- Where you give us consent:
- we will send you direct marketing or promotional material by email;
- we may handle medical or disability information you or your parent provides to us, to ensure we support you appropriately;
- on other occasions where we ask you for consent, we will use the data for the purpose which we explain at that time.

For purposes which are required by law:

- we maintain records such as health and safety records and accounting records in order to meet specific legal requirements;
- we ensure, where you will work with children, that you have undergone an appropriate DBS check – this is also carried out with your consent.
- where you hold a role at the Club requiring us to check your right to work, we may process information to meet our statutory duties;
- we may respond to requests by government or law enforcement authorities conducting an investigation.

## Who will we share this data with, where and when?

Some of your data is shared with Basketball England, in order to regulate, develop and manage the game. Basketball England will maintain records of individuals who have registered on their database, records of DBS checks and the resulting outcomes and other disciplinary matters. Basketball England's privacy notice can be found at <https://www.basketballengland.co.uk/media/5341/basketball-england-privacy-notice-may-2018.docx>.

In addition to sharing data with Basketball England, we may share your data with Wessex Basketball Association, Surrey Basketball Association and British Wheelchair Basketball Association, where you play in one of our teams at a competitive level.

Some limited information may be shared with other stakeholders in basketball, such as other clubs, associations, league organisers, so that they can maintain appropriate records and assist us in organising matches and administering the game.



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Personal data may be shared with government authorities and/or law enforcement officials if required for the purposes above, if mandated by law or if required for the legal protection of our or Basketball England's legitimate interests in compliance with applicable laws.

Where information is transferred outside the EEA, and where this is to a stakeholder or vendor in a country that is not subject to an adequacy decision by the EU Commission, data is adequately protected by EU Commission approved standard contractual clauses, an appropriate Privacy Shield certification or a vendor's Processor Binding Corporate Rules.

## What rights do I have?

You have the right to ask us for a copy of your personal data; to correct, delete or restrict (stop any active) processing of your personal data; and to obtain the personal data you provide to us for a contract or with your consent in a structured, machine readable format.

In addition, you can object to the processing of your personal data in some circumstances (in particular, where we don't have to process the data to meet a contractual or other legal requirement).

Wherever we rely on your consent, you will always be able to withdraw that consent, although we may have other legal grounds for processing your data for other purposes, such as those set out above. In some cases, we are able to send you direct marketing without your consent, where we rely on our legitimate interests.

These rights may be limited, for example if fulfilling your request would reveal personal data about another person, or if you ask us to delete information which we are required by law to keep or have compelling legitimate interests in keeping.

You have the same rights for data held by Basketball England for its own purposes.

To exercise any of these rights, you can get in touch with us or, as appropriate, Basketball England. If you have unresolved concerns, you have the right to complain to the Information Commissioner's Office.

## How do I get in touch with you?

We hope that we can satisfy queries you may have about the way we process your data. If you have any questions or concerns about how we process your data, or would like to exercise any of your rights in relation to the data we hold, you can get in touch at [GDPR@blackhawks.co.uk](mailto:GDPR@blackhawks.co.uk).

If you have any concerns about how Basketball England process your data, you can get in touch at [info@basketballengland.co.uk](mailto:info@basketballengland.co.uk) or by writing to Basketball England, National Squash Centre, Etihad Campus, Gate 13, Rowsley Street, M11 3FF.

## How do I make a complaint?

If you believe that we have not complied with applicable data protection laws and you have a need to escalate your complaint, you have the right to make a complaint with a local data protection authority in the EEA.

The address for the UK data protection authority is as follows:  
Information Commissioner's Office  
Wycliffe House  
Water Lane, Wilmslow  
Cheshire, SK9 5AF

Tel. +44 1625 545 745  
e-mail: international.  
Website: <https://ico.org.uk>



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## How long will you retain my data?

We process the majority of your data for as long as you are an active member of the Club and for up to 2 years after this. We will retain information held to maintain statutory records in line with appropriate statutory requirements or guidance.

Basketball England will maintain records of individuals who have registered on their database, records of DBS checks and the resulting outcomes and other disciplinary matters for such period as is set out in Basketball England's privacy notice to be set out on [www.basketballengland.co.uk](http://www.basketballengland.co.uk).

Records of your involvement in a particular match, on team sheets, on results pages or in match reports may be held indefinitely both by us and Basketball England in order to maintain a record of the game.

## How do we keep your personal information secure?

The Club takes steps to ensure the security of your personal data. Any data collected in hard copy, such as on registration forms and match reports, is scanned and the hard copy destroyed as soon as reasonably possible. Access to data held electronically is restricted only to those that require access to such data. Such individuals are required to password protect computers and laptops where electronic data is held, and encouraged to store, and (where possible) share, data within a secure portal.

## Changes to this Privacy Notice

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Your continued participation in the Club after any such updates take effect will constitute acceptance of those changes.

**25 May 2018**