

# Essex Metropolitan County Netball Association

## Data Protection Privacy Notice

**We Essex Metropolitan County Netball Association (EMNA) are committed to protecting and respecting your privacy and the data/information you provide us with.**

We may collect and process data about you. This may include your name, address, date of birth, email and contact details etc. Some of the circumstances in which we may collect and hold your data are set out below:

- If you or your club apply for membership/affiliation to England Netball through EMNA.
- If you or your club apply either online or by completing an application form to enter one of the leagues within the jurisdiction of EMNA.
- If you apply either online or by completing an application form to attend an officiating or coaching course or seminar organised by EMNA.
- If a Minor under the age of 14 years, applies for and/or attains a place in the EMNA Development or County/Satellite Academy Programmes, the person with parental responsibility for that child will have consented and provided information about both themselves and the child concerned.
- If you require verification of your identity documents for the purposes of completing a Disclosure and Barring Service (DBS) request through England Netball by a member of EMNA.
- If you complete any feedback questionnaires which EMNA may from time to time issue, we may use the information you have put on there for research purposes.
- Any other activities or events organised by EMNA for the benefit of its members.

We have an up to date Data Protection Policy and a copy of this is available on request and on our website. Whilst our Policy and this Notice have been produced in accordance with the requirements under the EU General Data Protection Regulation (Regulation (EU) 2016/679), known as the 'GDPR', EMNA has done so only as a matter of good practice not because of any legal requirement to do so as it is neither a professional nor commercial activity within the meaning of the GDPR.

### **The Basis for Processing your data**

This is necessary for us to undertake the legitimate administration work for and on behalf of EMNA. "Sensitive" personal data such as health or disability information, where held, is done so following the provision and consent by you to EMNA holding such data. Any transfer of your personal data to third parties, eg provision of the Umpires List to EMNA clubs, will be done so with your consent.

### **Copies of Your Identification Documents**

These are required in order for us to complete a Disclosure and Barring Service (DBS) request through England Netball. They will be retained, and the details passed to England Netball or any third party they appoint to undertake such service on their behalf, as required by them.

### **Where your data will be stored**

All information you provide to us will be stored in files and on computers operated from time to time by EMNA Committee members. Once we have received your information, we will use our best endeavours to prevent unauthorised access and it will only be retained for the specific purpose you have provided it for. EMNA will not use the data nor pass it to third parties for marketing purposes or to create personality or user profiles.

### **How long we will store your data for**

We will keep your data for no longer than is necessary.

### **Your Rights**

Here is a summary of your rights regarding your data. Please contact us if you require any further information regarding any of them.

- Access – you have a right to access information we hold about you.
- Correction – you can correct us if we hold any inaccurate data about you.
- Erasure – you have a right 'to be forgotten' where your personal data is no longer necessary for the purposes for which it was collected.
- Restriction of processing – there are certain circumstances where you can restrict the processing of your data. For example, if you contest the accuracy of your data processing can be restricted for a period enabling us to check if it is accurate.

- Objecting to processing – there are certain circumstances where you can object to us processing your data, for example if it causes unwarranted and substantial damage or distress. Any objection must be made in writing to us.
- Data portability – you may be able to request your information from us and then re-use it with other service providers.
- Withdrawing consent – If you consent to us processing your data by signing relevant application forms, you have the right to withdraw that consent at any time. This must be in the form of a signed and dated letter from you or an email from an email address you have already provided to us.

EMNA does not have a Data Protection Officer. For information and queries about EMNA's data protection compliance, please contact the General Secretary, [secretary@essexmet.co.uk](mailto:secretary@essexmet.co.uk).