

YARDLEY BASKETBALL CLUB
PRIVACY NOTICE FOR OUR MEMBERS

We are committed to respecting your privacy. This notice is to explain how we may use personal information we collect before, during and after your membership with us. This notice applies to you if you have registered to become or are a member of our club. This notice explains how we comply with the law on data protection, what your rights are and for the purposes of data protection we will be the controller of any of your personal information.

References to **we**, **our** or **us** in this privacy notice are to the **Yardley Basketball Club**.

Yardley Basketball Club uses your personal data to manage and administer your membership and your involvement with our teams and club, and to keep in touch with you for these purposes. In addition we will advise you of any club news via newsletters and additional activities that the club may be involved in within the community.

Some data is shared with Basketball England, West Midlands Basketball League and the Youth Basketball League, who use your data to regulate, develop and manage the game.

Where we or Basketball England, WMBL or the YBL rely on your consent, such as any consent we seek for email marketing, you can withdraw this consent at any time.

We may collect medical/injury information from you. We will hold this where you (or your parent) have given consent, so that we can ensure we are aware of your condition and can ensure that you are supported appropriately.

Where you work in a particular role within the game, you may be required to undergo a DBS check using the service that Basketball England provide through GB Group Online Disclosures. The result of this check will be input into your person record on Basketball England's database system.

WHAT INFORMATION DO WE COLLECT FROM YOU?

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

- o your name
- o date of birth;
- o gender;
- o your Basketball England license number
- o your home address, email address and phone number
- o your passport and NI details, where we have to check your eligibility or ability to work for us
- o your type of membership and involvement in particular teams, or any key role you may have been given, such as Chair, Safeguarding Lead, membership Secretary etc
- o your payment and/or bank account details, where you provide these to pay for membership
- o your marketing preferences, including any consents you have given us
- o 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.
- o images in video and/or photographic form and voice recordings, where you have given your consent
- o details of next of kin and emergency contacts;
- o records and assessment of any player rankings, grading or ratings, competition results, details regarding games attended and performance (including that generated through player pathway programme);
- o any disciplinary and grievance information;

We may also receive information from third parties relating to your current registrations with other clubs or your disciplinary history. Additionally, if you are working with children or carry out a particular role, we may receive information from the DBS Service and Basketball England on the status of any DBS check you have been required to take.

WHAT DO WE USE THIS INFORMATION FOR AND WHAT IS THE LAWFUL BASIS FOR THIS USE?

Purpose	Personal information used	Lawful basis
To administer any membership you have with us and managing our relationship with you, including dealing with payments	All contact and membership details, transaction and payment information, records of your interactions with us, and marketing preferences.	This is necessary to enable us to properly manage and administer your membership contract with us.
To send you marketing information we think you might find useful or which you have requested from us, including our newsletters, information about membership and events	Contact details and marketing preferences.	Where you have given us your explicit consent to do so.
To answer your queries or complaints	Contact details and records of your interactions with us	We have a legitimate interest to provide complaint handling services to you in case there are any issues with your membership.
Retention of records	All the personal information we collect.	<p>We have a legitimate interest in retaining records whilst they may be required in relation to complaints or claims. We need to retain records in order to properly administer and manage your membership and run our club and in some cases we may have legal or regulatory obligations to retain records.</p> <p>For criminal records history we process it on the basis of legal obligations or based on your explicit consent.</p>
The security of our IT systems	Your usage of our IT systems and online portals.	We have a legitimate interest to ensure that our IT systems are secure.
For the purposes of promoting the club, our events and membership packages.	Images in video and/or photographic form.	Where you have given us your explicit consent to do so.
To comply with health and safety requirements	Records of attendance, medical information about your health	We have a legal obligation and a legitimate interest to provide you and other members of our organisation with a safe environment in which to participate in sport.

To administer your attendance at any courses or programmes you sign up to	All contact and membership details, transaction and payment data.	This is necessary to enable us to register you on to and properly manage and administer your attendance on the course and/or programme.
To arrange for any trip or transportation to and from an event	Identification documents details of next of kin, family members and emergency contacts, transaction and payment information, health and medical information.	This is necessary to enable us to make the necessary arrangements for the trip and/or transportation to an event.
To gather evidence for possible grievance or disciplinary hearings	All the personal information we collect	We have a legitimate interest in doing so to provide a safe and fair environment for all members and to ensure the effective management of any disciplinary hearings, appeals and adjudications. For criminal records history we process it on the basis of legal obligations or based on your explicit consent.
For the purposes of equal opportunities monitoring	Name, title, date of birth gender, information about your race or ethnicity and health and medical information	We have a legitimate interest to promote a sports environment that is inclusive, fair and accessible.
To comply with legal obligations, for example, regarding people working with children or vulnerable adults to comply with our safeguarding requirements	Information about your criminal convictions and offences	For criminal records history we process it on the basis of legal obligations or based on your explicit consent.

DISCLOSURE OF YOUR PERSONAL INFORMATION

We share personal information with the following parties:

- **Any party approved by you.**
- **Apart from Basketball England, WMBL and the Youth Basketball League**, we may share limited information with other clubs, associations, league organisers so that they can maintain appropriate records and assist us in organising matches and administering the game.
- **Other service providers:** for example, payment processors, data analysis
- **The Government:** where we are required to do so by law or to assist with their investigations or initiatives.
- **Police, law enforcement and security services:** to assist with the investigation and prevention of crime and the protection of national security.

TRANSFERRING YOUR PERSONAL INFORMATION INTERNATIONALLY

The personal information we collect is not transferred to and stored in countries outside of the UK and the European Union.

HOW LONG DO WE KEEP PERSONAL INFORMATION FOR?

We process the majority of your data for as long as you are an active member and for 3 years after this.

For Basketball England document retention periods, please refer to their Privacy Policy on www.basketballengland.co.uk.

Where we process personal data for marketing purposes or with your consent, we process the data for 3 years unless you ask us to stop, when we will only process the data for a short period after this (to allow us to implement your request).

We will retain information held to maintain statutory records in line with the appropriate statutory requirements or guidance.

It is important to ensure that the personal information we hold about you is accurate and up-to-date, and you should let us know if anything changes, for example if you change your phone number or email address.

1. YOUR RIGHTS IN RELATION TO PERSONAL INFORMATION

You have the following rights in relation to your personal information:

- the right to be informed about how your personal information is being used;
- the right to access the personal information we hold about you;
- the right to request the correction of inaccurate personal information we hold about you;
- the right to request the erasure of your personal information in certain limited circumstances;
- the right to restrict processing of your personal information where certain requirements are met;
- the right to object to the processing of your personal information;
- the right to request that we transfer elements of your data either to you or another club; and

If you have any concerns about how we process your data or would like to opt out of direct marketing, you may email us at yardleybb@outlook.com or via the contact numbers on our website. If you have any concerns about how Basketball England process your data, you can get in touch at info@basketballengland.co.uk.

If you are unhappy with the way we are using your personal information you can also complain to the UK Information Commissioner's Office or your local data protection regulator. We are here to help and encourage you to contact us to resolve your complaint first.

CHANGES TO THIS 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. Where required by law we will seek your consent to changes in the way we use your personal information.

CONTACTING US

In the event of any query or complaint in connection with the information we hold about you, please email yardleybb@outlook.com