



## WOKING BLACKHAWKS BASKETBALL CLUB

[www.wokingblackhawks.co.uk](http://www.wokingblackhawks.co.uk)  
[www.blackhawks-basketball.co.uk](http://www.blackhawks-basketball.co.uk)

### PRIVACY NOTICE

#### ***Who are we?***

**Woking Blackhawks Basketball Club** (the “Club”, “we” or “us”) is a ‘Data Controller’ as defined by Article 4 (7) of General Data Protection Regulations (“GDPR”). This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The Club is committed to complying with data protection law and to respecting the privacy rights of individuals. This Privacy Notice describes how we will make use of the data we handle in relation to our members, players, parents and volunteers, and your rights in relation to the data we process about you.

The aim of this Notice is to ensure that we process personal data in accordance with the law and with the utmost care and respect.

#### ***Summary of how we use your data***

- The 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 sporting bodies such as Basketball England, British Wheelchair Basketball Association (“BWB”), Wessex Basketball Association and Surrey Basketball Association, who use your data to regulate, develop and manage the game.
- 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 any sporting body 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, the result of which will be kept by the Club and any applicable sporting body.

#### ***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 or BWB license number;
- your home address, email address and phone number;



## WOKING BLACKHAWKS BASKETBALL CLUB

[www.wokingblackhaws.co.uk](http://www.wokingblackhaws.co.uk)  
[www.blackhaws-basketball.co.uk](http://www.blackhaws-basketball.co.uk)

- 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; and
- 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.

To comply with guidelines issued by Government and/or sporting bodies, we may be required to collect additional information from you, including health information such as your body temperature on arrival at a venue, in advance of any Club session (training or game). You will be provided details of the information being collected and the purpose for which it is being collected at the relevant time.

### ***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 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:

1. 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 collect health information from you to ensure the health and wellbeing of other players, coaches and volunteers and to comply with guidelines issued by Government and/or sporting bodies; and
  - we will also use data to maintain records of our performances and history, including match reports, score lines and team sheets.



## WOKING BLACKHAWKS BASKETBALL CLUB

[www.wokingblackhawks.co.uk](http://www.wokingblackhawks.co.uk)  
[www.blackhawks-basketball.co.uk](http://www.blackhawks-basketball.co.uk)

### 2. 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; and
- we may respond to requests by government or law enforcement authorities conducting an investigation.

### 3. 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.

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

Some of your data is shared with sporting bodies in order to regulate, develop and manage the game. This may include Basketball England, BWB, Wessex Basketball Association and Surrey Basketball Association where you play in one of our teams at a competitive level.

Basketball England and BWB 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/12668/members-privacy-notice-august-2020.pdf>

BWB's privacy notice can be found at <https://britishwheelchairbasketball.co.uk/mdocs-posts/data-privacy-notice/>

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.

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/BWB'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.



## WOKING BLACKHAWKS BASKETBALL CLUB

[www.wokingblackhawks.co.uk](http://www.wokingblackhawks.co.uk)  
[www.blackhawks-basketball.co.uk](http://www.blackhawks-basketball.co.uk)

### ***How long do we keep your personal data for?***

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.

Any health information we collect from you with to comply with guidelines issued by Government and/or sporting bodies will be held for up to 21 days after it was first collected, then securely destroyed.

Basketball England and BWB will maintain records for such periods as set out in their respective privacy notices.

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 sporting bodies in order to maintain a record of the game.

### ***What rights do I have?***

Under GDPR you have the following rights in relation to the processing of your personal data:

- To be informed about how we process your personal data. This Notice fulfils this obligation.
- The right to ask us for a copy of your personal data that we hold and to be provided with a copy of it.
- The right to request that your personal data is amended if inaccurate or incomplete.
- The right to request that your personal data is erased where there is no compelling reason for its continued processing.
- The right to request that the processing of your personal data is restricted.
- The right to object to your personal data being processed.

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.

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 or BWB for their own purposes.

### ***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



## WOKING BLACKHAWKS BASKETBALL CLUB

[www.wokingblackhawks.co.uk](http://www.wokingblackhawks.co.uk)  
[www.blackhawks-basketball.co.uk](http://www.blackhawks-basketball.co.uk)

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 questions or concerns about how Basketball England process your data, you can contact Basketball England's Data Protection Officer at [safeguardingbasketball@basketballengland.co.uk](mailto:safeguardingbasketball@basketballengland.co.uk) or by writing to NSC, Gate 13, Etihad Campus, Rowsley St, Manchester, M11 3FF.

If you have any questions or concerns about how BWB process your data, you can contact their Head Office at [office@britishwheelchairbasketball.co.uk](mailto:office@britishwheelchairbasketball.co.uk) or by writing to British Wheelchair Basketball, SportPark, 3 Oakwood Drive, Loughborough, LE11 3QF.

### ***How do I make a complaint?***

If we cannot resolve your concerns and you feel the need to escalate your complaint, you have the right to make a complaint with the Information Commissioner's Office (the UK data protection authority). You can do so by contacting:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow Cheshire  
SK9 5AF

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

Tel: 0303 123 1113

Website: <https://ico.org.uk>

### ***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.

**9 November 2020**