

## Privacy Notice and Data Protection

At Knutsford Netball Club (KNC) we are committed to protecting the personal information we hold about you. This privacy notice explains when and why we collect personal information, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

We manage personal information in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

### How do we collect your information?

We collect information from you via a variety of sources, including when you complete one of our forms or e-mail us. We collect information when you use our website.

We may take photographs to use for general communications and publicity in relation to the promotion of the netball club. We will only take and use photographs of you with your explicit consent.

### What personal data do we collect about you?

When we talk about “personal data” in the context of this privacy notice and data protection, we mean information which relates to you as an individual and which allows us to identify you directly or indirectly by combining with other information we may hold.

The personal data that we require from you when joining the club includes:

- Full name
- Date of birth
- Contact details, including phone, e-mail and correspondence address
- Details of anyone authorised to act on your behalf/Next of Kin
- Bank details

### Marketing

We operate a positive opt-in consent mechanism for receiving direct marketing. We will always give you the option to remove your consent to receive direct marketing when we contact you.

### How long will we hold your information?

All personal information will be retained in accordance with our data retention schedule.

Personal information relating to your membership of KNC will be kept for as long as the agreement is active or where money is owed on the account.

### We will never:

- Send you unsolicited marketing material or sell your personal information on to third parties.
- Use social media to collect personal information as we cannot control how these online services may decide use or share your data.
- Pass on your personal information to unrelated third parties unless we are allowed or required to do so by law or we have your explicit permission to do that.
- Share your personal information with anyone who claims to represent you unless we have your positive consent to do so or they act in some recognised official capacity.
- Use your information for a reason other than that it was collected for without telling you first and explaining why.

### Further Information

Please contact us if you have any queries about the personal information we hold and how we use it. If we fail to resolve your personal data query after contacting us, you can approach the Information Commissioner's Office for further advice at <https://ico.org.uk>