TyneMet League Data Privacy and Protections Summary, including Privacy Notice

TyneMet Basketball League is a privacy conscious organisation and is strongly committed to your right to privacy. That is why we have drafted a Data Protection Policy, which follows guidelines set out in General Data Protection Regulations (May 2018).

Data Protection Policy

1] TyneMet Basketball League is committed to complying with data protection law and to respecting the privacy rights of individuals. The policy applies to all of our members.

2] This Data Protection Policy sets out our approach to data protection law and the principles that we will apply to our processing of personal data. The aim of this Policy is to ensure that we process personal data in accordance with the law and with the utmost care and respect.

3] The Principles of the General Data Protection Regulations (Under Article 5):

1. processed lawfully, fairly and in a transparent manner in relation to individuals

2. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes

3. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed

4. accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay

5. kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the General Data Protection Regulation, May 2018 (GDPR) in order to safeguard the rights and freedoms of individuals

6. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

4] TyneMet Basketball League's full **Privacy Notice** can be found below.

Processing of Data/Privacy Notices

5] We are committed to respecting your privacy. Our privacy notice explains how we may use personal information we collect before, during and after your membership with us. The **Privacy Notice** below 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.

6] The notice applies to you if you are either:

1. an individual player/participant of TyneMet Basketball League who has registered his/her interest in participating in the sport competitively and/or whose details we have collected from one of our affiliated clubs or teams

2. an individual – such as a coach, technical official or referee/table official – who has registered for membership and/or to find out more about the training courses and accreditation services we offer; or

3. a fan, participant or supporter (team follower) of TyneMet Basketball League who has signed up to receive updates about our competitions, upcoming events, offers and ways to get involved further with TyneMet Basketball League.

7] 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.

8] The full Privacy Notice can be found below.

Intellectual Property

9] The names, images, pictures and logos identifying TyneMet Basketball League, are the proprietary marks of TyneMet Basketball League. Copying our logos and/or any other third party logos accessed via this website is not permitted without prior approval from the relevant copyright owner.

10] Requests for permission to use our logo should be directed to secretary@tynemetbasketball.co.uk. Tell us how and why you wish to use our logo. Please include your contact details: name, address, telephone number and email address.

Hyperlinking to us at TyneMet Basketball League

11] You do not have to ask permission to link directly to pages hosted on this site. We do not object to you linking directly to the information hosted on our site. However we do not permit use of our logo as a link without prior permission or our pages to be loaded into frames on your site. Requests for permission to use our logo should be directed to secretary@tynemetbasketball.co.uk.

12] If TyneMet Basketball League's pages are to be used they must load into the user's entire window.

Virus Protection Awareness

13] We make every effort to check and test material at all stages of production. It is always wise for you to run an anti-virus program on all material downloaded from the Internet. We cannot accept any responsibility for any loss, disruption or damage to your data or your computer system which may occur whilst using material derived from this website.

Privacy Statement

14] If you are a user with general public and anonymous access, the TyneMet Basketball League website does not store or capture personal information, but merely logs the user's IP address that is automatically recognised by the web server. We do not use cookies for collecting user information and we will not collect any information about you except that required for system administration of our web server.

Data Security

15] All league officers are responsible for ensuring that any personal data that they possess regarding any other individual is kept securely and is not disclosed to any unauthorised third party unless prior permission from the data subject has been sought or it is highlighted and adopted in TyneMet Basketball League's privacy notice.

Data/Policy Breach

16] Any breach of this policy will be treated seriously and may also constitute a breach of the General Data Protection Regulations (May 2018). Any suspected breach of this policy or data breach will be dealt with by TyneMet Basketball League's Data Protection Officer or a nominated lead investigator. TyneMet Basketball League may take action against any member who has breached TyneMet Basketball League's Data Protection policy in accordance with TyneMet Basketball League's Disciplinary Procedures.

Procedures:

17] If a suspected data breach is found, TyneMet Basketball League's Data Breach policy will be followed:

1. Incident received/reported.

2. The Data Protection Officer (DPO) or appointed lead investigator will firstly determine if the breach is still occurring. If so, the appropriate steps will be taken immediately to minimise the effect of the breach.

3. An investigation will be undertaken by the DPO or appointed lead investigator immediately and, wherever possible, within 24 hours of the breach being discovered/reported.

4. The investigation will need to take into account the following:

    a. The type of data involved and its sensitivity
    b. Any protections that are currently in place
    c. What's happened to the data (has it been lost or stolen, for example)
    d. Could the data be put to any illegal or inappropriate use
    e. Who the individuals are, number of individuals, potential effects on those data subjects

f. Are there any wider consequences to the breach.

5. The DPO or appointed lead investigator will determine who needs to be notified of the breach.

    a. Any legal/contractual requirements?
    b. Whether notification would assist the individual affected – could they act on the information to mitigate risks?
    c. Whether notification would help prevent the unauthorised or unlawful use of personal data?
    d. Would notification help TyneMet Basketball League meet its obligations under the seventh data protection principle?
    e. If a large number of people are affected, or there are very serious consequences, whether the Information Commissioner's Office (ICO) should be notified. Not every incident warrants ICO notification and over-notification may cause disproportionate enquiries and work.
    f. Notification to the individuals whose personal data has been affected by the incident will include a description of how and when the breach occurred, and the data involved. Specific and clear advice will be given on what they can do to protect themselves and include what action has already been taken to mitigate the risks. Individuals will also be provided with a way in which they can contact TyneMet Basketball League for further information or to ask questions on what has occurred.

6. Once the initial incident is contained, the DPO or appointed lead investigator will carry out a full review of the causes of the breach, the effectiveness of the response(s), and whether any changes to systems, policies and procedures should be undertaken.

18] To reduce the risk of any data breach occurring, TyneMet Basketball League has taken the following steps to reduce any risk:

a. TyneMet Basketball League will ensure that its name and address will be on all paperwork as appropriate and will identify the use to which any information requested will be put.
b. Data held will be used responsibly and within the limits described in the regulations.
c. The type of data collected will be reviewed at least annually.
d. Any error will be rectified as soon as possible after TyneMet Basketball League becomes aware of it.
e. Financial records are kept for seven years or as long as is dictated by the law.
f. All computer-held personal or financial data is held on password protected computers with only the authorised users holding passwords.
g. Any data held in paper form will be kept in locked cabinets and only accessed by authorised personnel.
h. Any paper records are destroyed when they are no longer required. This is done by shredding the paper records.
i. Data held on the TyneMet Basketball League server is backed up on a regular basis.

Individual's Rights

19] Individuals and organisations about which TyneMet Basketball League holds information have:

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making and profiling.

20] More information with regards to each individual right can be found on the ICO website - ICO Individual Rights.

Online Registration System, Website Terms and Conditions

21] Users of the TyneMet Basketball League website do so in accordance with the TyneMet Basketball League Privacy and Data Protection policy. Any information provided will be held by TyneMet Basketball League on its computer records in accordance with the General Data Protection Regulations.

22] Club Contact details will be placed on the TyneMet Basketball League website. If you do not wish to have your club contact details on the TyneMet Basketball League website please contact TyneMet Basketball League Publicity Officer at publicity@tynemetbasketball.co.uk and we will remove your club contact details from our website.

23] We will also from time to time send individual members electronic communication via email. If you do not want to receive these communications please click the opt-out (unsubscribe) link at the bottom of the email.

24] The TyneMet Basketball League website and material relating to information, products and services (or to third party information, products and services) is provided 'as is', without any representation or endorsement made and without warranty of any kind whether express or implied, including but not limited to the implied warranties of satisfactory quality, fitness for a particular purpose, non-infringement, compatibility, security and accuracy. We do not warrant that the functions contained in the material contained in this site will be uninterrupted or error free, that defects will be corrected, or that this site or server that makes it available are free of viruses or represent the full functionality, accuracy, reliability of the materials.

25] In no event will we be liable for any loss or damage including, without limitation, indirect or consequential loss or damage, or any loss or damages whatsoever arising from use or loss of use of data or profits arising out of or in connection with the use of the TyneMet Basketball League website.

26] If any of these Terms and Conditions should be determined to be illegal, invalid, or otherwise unenforceable by reason of the laws of any state or country in which these Terms and Conditions is are intended to be effective, then to the extent and within the jurisdiction which that Term or Condition is illegal, invalid or unenforceable, it shall be severed and deleted from this clause and the remaining terms and conditions shall survive, remain in full force and effect and continue to be binding and enforceable. These Terms and Conditions shall be governed by and construed in accordance with the laws of England and Wales. Any dispute arising under these Terms and Conditions shall be subject to the exclusive jurisdiction of the courts of England and Wales.

27] If these Terms and Conditions are not accepted in full, you do not have permission to access the contents of this website and therefore should cease using this website immediately.

Responsibilities of League Officers

28] The League Officers of TyneMet Basketball League, and any appropriately contracted third party organisations or individuals, are responsible for the processing of data in accordance with the regulations and for upholding the principles outlined in this policy for the processing and maintenance of data regarding its members.

29] All such personnel are expected to observe data protection good practice at all times and to ensure that the personal data they make available for processing is kept accurate, up to date and secure.

Transferring of Data

30] TyneMet Basketball League currently doesn't hold or transfer data outside of the European Economic Area (EEA).

31] If this changes it will be communicated as appropriate and/or any transfers made will be in full compliance with all aspects of the General Data Protection Regulations (May 2018).

DRAFT

TyneMet Basketball League Privacy Notice

1] TyneMet Basketball League respects your privacy and is committed to protecting your personal data. This privacy policy will inform you as to how we look after your personal data when you visit our website (regardless of where you visit it from) and tell you about your privacy rights and how the law protects you.

2] In this privacy policy we explain how we collect and use your personal information. 'We' are TyneMet Basketball League and we are the data controller for the purposes of the Data Protection Act 1998 and the EU General Data Protection Regulation.

3] Details of how to contact us if you have any questions about privacy or data protection can be found below in the Contact Details section.

4] We must have a lawful basis to process your personal data, and this policy explains what our lawful basis is in respect of each purpose for which we keep and use information about you. Generally, we are allowed to process your personal data where it is necessary in connection with a contract between us (such as a contract to supply our products or services), where it is necessary in order for us to comply with our legal obligations, or where we have a legitimate interest to do so (but we will always consider whether your right to privacy overrides our interest).

5] Please note that links from our website may take you to external websites which are not covered by this policy. We recommend that you check their privacy policies before submitting any personal information to such sites. We will not be responsible for the content, function or information collection policies of these external websites.

6] This website was created and continues to be managed by TyneMet Basketball League League Officers, or appropriately contracted third party organisations or individuals, and as such they will process your data on our behalf when you visit our website. They will only use your data for the purposes outlined below.

What information do we collect about you and how do we collect it?

7] You are not required (by law or by any contract with us) to provide personal information to us via this website. We will only require you to provide personal information to us where it is necessary for us to provide you with a service at your request.

Information you provide to us

8] We may receive personal information about you whenever you contact us. For example, by doing the following:

a. Enquiring about our products, services or events
b. Using and browsing our website
c. Telephoning, texting, writing by post or emailing us
d. Enquiring about, or applying for, vacancies

9] This information may include the following:

a. Normal identification information, such as your full name, date of birth, age, gender
b. Contact information, such as your postal address, email address and telephone number

c. Additional information relevant to your use of our site and services, such as survey responses and feedback
d. Records of your interactions with us such as telephone conversations, emails and other correspondence and your instructions to us
e. Records of your attendance at any events or competitions hosted by us
f. Images in video and/or photographic form and voice recordings
g. Payment information (this is securely collected and processed by our Finance Officer).

Information we collect about you on our website

10] When you visit our website we store a session cookie to allow logging in on the site. We do not use any other cookies.

11] We only store an encrypted password to allow access to the website.

12] We do not share or receive any data from any other sources apart from our National Governing Body (Basketball England), and this is purely for registration and licensing purposes.

Information we collect about you from other sources

13] We may collect information about you from other sources. This may include the following:

a. Information you have shared publicly, including on social media, particularly in respect of potential breaches of the League's policies and procedures

14] This list is not exhaustive and, in specific instances, we may need to collect additional data for the purposes set out in this policy.

Information we receive about you from other sources

15] We do not receive any data from any other sources apart from our National Governing Body (Basketball England), and this is purely for registration and licensing purposes.

How do we use your personal information?

16] We take data protection law seriously, so below we have set out exactly how and why we use your information, and what our legal basis is to be able to use your information in each way.

Supplying our products and providing our services

17] It is necessary for us to use personal information about you to enter into and perform the contracts that we make with you, such as when you become a member. Using your information in this context is necessary so that we can:

a. Provide you with information about the services we provide
b. Provide you with information about our services, events and leagues
c. Verify your identity
d. Deal with any complaints you may have, or any complaints we have received about you
e. Contact you about any changes that we make to our services, events or organisation

f. Administer our website, including troubleshooting problems, analysing statistics, conducting research and tests and keeping the site secure.

18] If you enquire about, or apply for, a vacancy, it is necessary for us to use your personal information as part of the recruitment process, in order to assess your suitability for a particular role.

Telling you about other products or services that we think may be of interest to you

19] We will only contact you via email with information that is about the efficient organisation and running of the league or related matters. We will not send you marketing emails.

20] You can choose to opt out of receiving the information emails described about using the unsubscribe option at the end of the email.

Telling you about products or services that are similar to ones that you have already bought

21] If you have already contacted us about attending, participating in, or volunteering at, a TyneMet Basketball League event, we may contact you with some information about events that are similar.

22] We will only contact you by email and you can choose not to receive these emails at any time by using the unsubscribe option at the end of the email.

Contacting you

23] We want to stay in touch with you. Sometimes we may need to use the information that we have about you in order to respond to your questions or let you know about important changes.

24] We will only use your information in this respect where it is necessary so that we can:

a. Interact and respond to any communications you send us, including where you use the Contact Us section, and any social media posts that you tag us in
b. Let you know about any important changes to our business or policies.

Verifying your identity

25] We may use your information where it is necessary for us to do so in order to meet our legal obligations or to detect and prevent fraud, money-laundering and other crimes.

Protecting you and others from harm

26] We may use your information where it is necessary to protect your interests, or the interests of others. This may include in the event of criminality such as identity theft, piracy or fraud.

27] We need all the categories of information listed above to allow us:

a. to provide our services to you
b. to enable us to comply with legal obligations
c. to pursue legitimate interests of our own or those of third parties, such as Basketball England, provided your interests and fundamental rights do not override those interests.

28] The situations in which we will process your personal data are set out in the table below and indicate the purpose or purposes for which we are processing or will process your personal information.

	Perform Our Contract With You	Comply With Legal Obligations	Pursue Legitimate Interests
Verifying your identity	x	x	x
Making a decision to supply our services	x		
Administering the contract we have entered into with you	x		
Dealing with any complaints you may have, or complaints about you	x		x
Logistics management and planning, including accounting and auditing		x	x
Making arrangements for the termination of our contract	x		x
Making repairs, alterations and improvements to the services supplied	x	x	x
Dealing with legal disputes involving you		x	x
Complying with health and safety obligations	x	x	x
To detect and prevent fraud, money-laundering and other crimes		x	x
To review and improve the performance of our systems, processes, Officers and appropriately			x

DRAFT

	Perform Our Contract With You	Comply With Legal Obligations	Pursue Legitimate Interests
contracted third parties (including training)			
To interact and respond to any communications you send us, including social media posts that you tag us in			x
To let you know about any important changes to our business or policies			x
To ensure that the information that we hold about you is accurate and up to date			x
To protect your interests, or the interests of others (such as in the event of criminality such as identity theft, piracy or fraud)		x	x

Change of purpose

29] We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

30] Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

Who do we share your personal information with?

Sharing your information within TyneMet Basketball League

31] We share the information that you provide to us with our Officers and appropriately contracted third party organisations or individuals so that we can provide our services to you.

Sharing your information with third parties

32] We may share your data with selected third parties. For example, we may share your information with:

a. Internet hosting providers to host the website, related infrastructure, services and applications
b. Contact management systems to send emails, instant messages, social media messages and SMS messages
c. To any governing bodies, regional bodies, affiliated organisations (BUCS, AOC Sport, Special Olympics, Jr. NBA & NBA), clubs and local leagues for the sport covered by Basketball England or British Basketball to allow them to properly administer, organise and run the sport on a local, regional and national level.

33] There are certain exceptional circumstances in which we may disclose your information to third parties. This would be where we believe that the disclosure is:

a. Required by the law, or in order to comply with judicial proceedings, court orders or legal or regulatory proceedings
b. Necessary to protect the safety of our members, our property or the public
c. Necessary for the prevention or detection of crime, including exchanging information with other companies or organisations for the purposes of fraud protection and credit risk reduction.

How long do we keep your personal information?

34] We will only store your personal information for as long as we need it for the purposes for which it was collected. Where we provide you with any service, we will retain any information you provide to us at least for as long as we continue to provide that service to you.

35] If you apply for a vacancy (or otherwise send us your CV) we will retain your CV (and any publicly available information, for example from social media) for a period of ***6 months***. If we are considering you for a particular role, we may retain this information for longer than that period.

36] In all other circumstances, we will keep all physical and electronic records of your information for a period of 6 years after your last contact with us. Exceptions to this rule are:

- Information that may be relevant to personal injury claims, or discrimination claims, may be retained until the limitation period for those types of claims has expired. For personal injury or discrimination claims this can be an extended period as the limitation period might not start to run until a long time after you have received services, products or information from us.

How do we protect your personal information?

37] We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this policy.

38] We try to ensure that all information you provide to us is transferred securely via the website. Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

39] All information you provide to us is stored on our/third party secure servers. Where we have given you (or where you have chosen) a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

What rights do you have in respect of your personal information?

You have the right to be informed

40] We have a legal obligation to provide you with concise, transparent, intelligible and easily accessible information about your personal information and our use of it. We have written this policy to do just that, but if you have any questions or require more specific information, you can get in touch using Contact Us section of the website.

You have the right to access your personal data

41] You have the right to ask us to confirm whether or not we hold any of your personal information. If we do, you have the right to have a copy of your information and to be informed of the following:

a. Why we have been using your information
b. What categories of information we were using
c. Who we have shared the information with
d. How long we envisage holding your information.

42] In order to maintain the security of your information, we will have to verify your identity before we provide you with a copy of the information we hold.

43] The first copy of your information that you request from us will be provided free of charge. If you require further copies we may charge an administrative fee to cover our costs.

You have the right to correct any inaccurate or incomplete personal data

44] Where you have requested a copy of the information we hold about you, you may notice that there are inaccuracies in the records, or that certain parts are incomplete. If this is the case, you can contact us so that we can correct our records.

You have the right to be forgotten

45] There may be times where it is no longer necessary for us to hold personal information about you. This could be if:

- The information is no longer needed for the original purpose that we collected it for
- You withdraw your consent for us to use the information (and we have no other legal reason to keep using it)
- You object to us using your information and we have no overriding reason to keep using it
- We have used your information unlawfully
- We are subject to a legal requirement to delete your information.

46] In those situations, you have the right to have your personal data deleted. If you believe one of these situations applies to you, please get in touch using our website.

You have the right to have a copy of your data transferred to you or a third party in a compatible format

47] Also known as data portability, you have the right to obtain a copy of your personal data for your own purposes. This right allows you to move, copy or transfer your personal data more easily from one IT system to another, in a safe and secure way.

48] If you would like us to transfer a copy of your data to you or another organisation in a structured, commonly used and machine-readable format, please contact us. There is no charge for you exercising this right.

You have the right to object to direct marketing

49] We will not send you direct marketing emails.

You have the right to object to us using your information for our own legitimate interests

50] Sometimes, we use your personal information to achieve goals that will help us as well as you. This includes:

a. When we tell you about services, products or events that are similar to ones that you have already engaged with, bought or attended
b. When we use your information to help us make our business better
c. When we contact you to interact, communicate or let you know about changes we are making.

51] We aim to always ensure that your rights and information are properly protected. If you believe that the way we are using your data is not justified due to its impact on you or your rights, you have the right to object. Unless we have a compelling reason to continue, we must stop using your personal data for these purposes.

52] In order to exercise your right to object to our use of your data for the purposes above, please contact us.

You have the right to restrict how we use your personal data

53] You have the right to ask us to stop using your personal data in any way other than simply keeping a copy of it. This right is available where:

a. You have informed us that the information we hold about you is inaccurate, and we have not yet been able to verify this
b. You have objected to us using your information for our own legitimate interests and we are in the process of considering your objection
c. We have used your information in an unlawful way, but you do not want us to delete your data
d. We no longer need to use the information, but you need it for a legal claim.

54] If you believe any of these situations apply, please contact us.

You have rights related to automated-decision making and profiling

55] Any automated decision-making or profiling we undertake is solely for the purpose of tailoring the information which we provide to you. We will not use automated decision-making or profiling to make any decisions which will have a legal effect upon you or

DRAFT

otherwise significantly affect you, and you have the right not to be subject to such decisions. If you have any concerns or questions about this right, please contact us.

Changes to our Privacy Policy

56] Any changes we make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by email. Please check back frequently to see any updates or changes to our privacy policy.

57] This version was last updated on the date at the end of this document and historic versions can be obtained by contacting us.

Complaints

58] If you wish to make a complaint about our collection or use of your personal data, please contact us in the first instance so that we may seek to resolve your complaint.

59] You have the right to lodge a complaint with the Information Commissioner's Office (ICO), the statutory body which oversees data protection law in the UK. Please visit the ICO website if you wish to lodge a complaint with the ICO.

Contact Details

60] Our contact for data protection can be contacted at dpo@tynemetbasketball.co.uk.

Last reviewed and updated: 29 July 2018

DRAFT