London Mavericks Netball Club LTD Data Protection Policy

**1. Introduction**

London Mavericks Netball Club LTD ("the Club") is committed to protecting and respecting the privacy of our members, volunteers, staff, and any other individuals whose personal data we process. This policy outlines our approach to data protection and ensures compliance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and other relevant laws.

**2. Purpose**

The purpose of this policy is to:

- Ensure that the Club processes personal data lawfully, fairly, and transparently.

- Protect the rights and freedoms of individuals whose personal data we collect and process.

- Establish procedures and guidelines for handling personal data to mitigate the risk of data breaches.

**3. Scope**

This policy applies to all personal data processed by the Club, including data relating to:

- Members (current, past, and prospective)

- Volunteers

- Employees and contractors

- Suppliers and business contacts

- Website visitors

All Club employees, volunteers, and contractors are required to adhere to this policy.

**4. Data Protection Principles**

The Club is committed to ensuring that all personal data is:

1. Processed lawfully, fairly, and in a transparent manner: Data will only be collected for specified, explicit, and legitimate purposes.

2. Collected for specific, explicit, and legitimate purposes: Data will only be used for the purpose for which it was collected.

3. Adequate, relevant, and limited to what is necessary: Data collected will be limited to what is necessary in relation to the purposes for which they are processed.

4. Accurate and kept up to date: Reasonable steps will be taken to ensure that inaccurate data is corrected or deleted.

5. Stored no longer than necessary: Personal data will not be retained longer than needed for the purposes it was collected.

6. Processed in a manner that ensures appropriate security: Appropriate technical and organisational measures will be taken to protect personal data from unlawful processing, accidental loss, destruction, or damage.

**5. Lawful Basis for Processing**

The Club will only process personal data where there is a lawful basis to do so, which may include:

- Consent: The individual has given clear consent for the processing of their personal data.

- Contract: Processing is necessary for a contract the Club has with the individual, or because they have asked the Club to take specific steps before entering into a contract.

- Legal obligation: Processing is necessary to comply with the law.

- Legitimate interests: Processing is necessary for the legitimate interests of the Club or a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the individual.

**6. Individual Rights**

Individuals have the following rights concerning their personal data:

1. The right to be informed: Individuals have the right to be informed about the collection and use of their personal data.

2. The right of access: Individuals have the right to access their personal data and supplementary information.

3. The right to rectification: Individuals have the right to have inaccurate personal data rectified or completed if it is incomplete.

4. The right to erasure: Individuals have the right to request the deletion or removal of personal data where there is no compelling reason for its continued processing.

5. The right to restrict processing: Individuals have the right to request the restriction or suppression of their personal data.

6. The right to data portability: Individuals have the right to obtain and reuse their personal data for their own purposes across different services.

7. The right to object: Individuals have the right to object to the processing of their personal data in certain circumstances.

8. Rights related to automated decision-making including profiling: The Club does not use personal data for automated decision-making or profiling.

**7. Data Security**

The Club will ensure that personal data is stored securely using modern software that is kept up-to-date. Access to personal data will be limited to personnel who need access and appropriate security measures will be in place to avoid unauthorised sharing of information.

When personal data is deleted, it will be done safely such that the data is irrecoverable. Appropriate back-up and disaster recovery solutions will be in place.

**8. Data Breaches**

All data breaches must be reported to the Data Protection Officer (DPO) immediately. In the event of a data breach, the Club will follow the relevant procedures to contain and recover the data. Where a breach is likely to result in a high risk to the rights and freedoms of individuals, the DPO will notify the Information Commissioner’s Office (ICO) within 72 hours of becoming aware of the breach.

**9. Data Retention**

The Club will only retain personal data for as long as necessary to fulfil the purposes for which it was collected, including for the purposes of satisfying any legal, accounting, or reporting requirements. The Club will establish specific retention periods for different types of personal data.

**10. Data Sharing**

The Club will not share personal data with third parties unless there is a lawful basis for doing so. Where the Club uses third-party service providers (data processors) to process personal data on its behalf, the Club will ensure that appropriate contracts are in place to ensure the protection of personal data.

**11. Responsibilities**

- The Data Protection Officer (DPO): Responsible for overseeing data protection strategy and implementation to ensure compliance with data protection laws.

- Employees and Volunteers: Must comply with this policy and undertake relevant data protection training.

**12. Review**

This policy will be reviewed annually or more frequently if necessary to ensure it remains compliant with data protection laws.

**Contact Information**

If you have any questions about this policy or your personal data, please contact the Data Protection Officer at:

London Mavericks Netball Club LTD

KieranCrombie@MaverickSportsGroup.co.uk

This policy is effective from 1st July 2024 and was last reviewed on 1st July 2024.

By following this policy, London Mavericks Netball Club LTD ensures it meets its obligations under UK data protection laws while safeguarding the privacy rights of individuals.