



## **The Bournemouth Lions Wheelchair Rugby Privacy Policy**

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**Location:** Rossmore Leisure Centre Poole Dorset BH12 4HR

**Author:** Craig Beasley

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Bournemouth Lions Wheelchair Rugby is committed to respecting your privacy. This notice is to explain how we may use personal information we collect before, during and after your interaction with us. 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.

This notice applies to you if you are either:

1. an individual player/participant of wheelchair rugby who has registered his/her interest in participating in the sport competitively/recreationally;
2. a coach or volunteer who has registered for membership.

This Notice applies The Bournemouth Lions Wheelchair Rugby References to we, our or us in this privacy notice are to The Bournemouth Lions Wheelchair Rugby. References to "you", "yourself" and "your" are to each individual to whom this Notice applies.

We have not appointed a Data Protection Officer to oversee our compliance with data protection laws as we are not required to do so, but our Club Secretary has overall responsibility for data protection compliance in our club. Contact details are set out in the "Contacting us" section at the end of this privacy notice.

## **1. PERSONAL INFORMATION WE MAY COLLECT FROM YOU**

When you sign up for membership with us, you may provide us with or we may obtain personal information about you, such as information regarding your:

- personal contact details that allows us to contact you directly such as name, title, email addresses and telephone numbers;
- date of birth;
- gender;
- membership details including start and end date;
- records of your interactions with us such as telephone conversations, emails and other correspondence and your instructions to us;
- details of the financial transactions with you such as subscription payments;
- records of your attendance at training or events or competitions hosted by us;
- images in video and/or photographic form and voice recordings; and
- your contact preferences so that we know whether and how we should contact you.

### **Players/Participants**

If you are a player/participant who has registered his/her interest in participating in the sport competitively/recreationally, you may also provide us with or we may obtain the following additional personal information from you:

- identification documents such as passport and identity cards;
- details of next of kin, family members, and emergency contacts;
- records and assessment of any player, gradings or ratings;
- any disciplinary and grievance information;
- any details required for the purposes of awarding scholarship funding or grants including any means testing;

### **Coaches, officials and Volunteers**

If you have registered with us as a coach, official or other volunteer you may also provide us with or we may obtain the following additional personal information from you:

- any coaching code or official number;
- your current affiliated club or other organisation(if applicable);
- coaching/teaching qualification and/or officiating history and any player rating(if any);
- accreditation/qualification start and end date;
- identification documents such as passport, utility bills, identity cards, etc.; and

## **2. SPECIAL CATEGORIES OF PERSONAL INFORMATION**

We may also collect, store and use the following “special categories” of more sensitive personal information regarding you:

- information about your race or ethnicity, religious beliefs and sexual orientation;
- information about your health, including any medical condition, health and sickness records, medical records and health professional information.

We may not collect all of the above types of special category personal information about you. In relation to the special category personal data that we do process we do so on the basis that:

- the processing is necessary for reasons of substantial public interest, on a lawful basis;
- it is necessary for the establishment, exercise or defence of legal claims;
- it is necessary to ensure your and our safety
- based on your explicit consent.

We may also collect criminal records information from you. For criminal records history, we process it on the basis of legal obligations or based on your explicit consent.

### **3. WHERE WE COLLECT YOUR INFORMATION**

We typically collect personal information about you when you register with The Bournemouth Lions Wheelchair Rugby as a player or volunteer. If you are providing us with details of referees, next of kin, beneficiaries, family members and emergency contacts they have a right to know and to be aware of how what personal information we hold about them, how we collect it and how we use and may share that information. Please share this privacy notice with those of them whom you feel are sufficiently mature to understand it. They also have the same rights as set out in the "Your rights in relation to personal information" section below.

For some of your personal information you will have a legal, contractual or other requirement or obligation for you to provide us with your personal information. If you do not provide us with the requested personal information we may not be able to admit you as a member or we may not be able to properly perform our contract with you or comply with legal obligations and we may have to terminate our interaction with you. For other personal information you may not be under an obligation to provide it to us, but if you do not provide it then we may not be able to properly perform our contract with you. Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time, which you may do by contacting us as described in the "Contacting us" section below. Please note however that the withdrawal of your consent will not affect any use of the data made before you withdrew your consent and we may still be entitled to hold and process the relevant personal information to the extent that we are entitled to do so on bases other than your consent. Withdrawing consent may also have the same effects as not providing the

information in the first place, for example we may no longer be able to provide certain member benefits to you.

#### **4.DISCLOSURE OF YOUR PERSONAL INFORMATION**

We share personal information with the following parties:

- Any party approved by you.
- To any governing bodies or regional bodies for the sports covered by us: to allow them to properly administer the sports on a local, regional and national level.
- The Government or our governing body: 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.

We do not disclose personal information to anyone else except as set out above.

#### **5. HOW LONG DO WE KEEP PERSONAL INFORMATION FOR?**

The duration for which we retain your personal information will differ depending on the type of information and the reason why we collected it from you. However, in some cases personal information may be retained on a long-term basis: for example, personal information that we need to retain for legal purposes will normally be retained in accordance with usual commercial practice and regulatory requirements. Generally, where there is no legal requirement we retain all physical and electronic records 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 had the interaction with us in the capacity(ies) outlines at the start of this Notice.

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.

#### **6. 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 service provider; and
- the right to object to certain automated decision-making processes using your personal information.

You should note that some of these rights, for example the right to require us to transfer your data to another service provider or the right to object to automated decision making, may not apply as they have specific requirements and exemptions which apply to them and they may not apply to personal information recorded and stored by us. For example, we do not use automated decision making in relation to your personal data. However, some have no conditions attached, so your right to withdraw consent or object to processing for direct marketing are absolute rights. Whilst this privacy notice sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law.

More information about your legal rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>.

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.

## **7. 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.

## **8. CONTACTING US**

In the event of any query or complaint in connection with the information we hold about you, please email [wheelchair.rugby@bournemouth-rugby.co.uk](mailto:wheelchair.rugby@bournemouth-rugby.co.uk) or speak to our club secretary or other committee member in person.