Privacy Notice

Issue: 3
Issue Date: November 2026
Review Date: November 2027
Responsible: Hitchin Netball Club Committee

The Committee is collectively responsible for ensuring this document is implemented, reviewed and updated as required.

Approval

This document was approved by the Hitchin Netball Club Committee at its meeting on 7 November 2026 and the approval is recorded in the minutes of that meeting.

Purpose

The purpose of this Privacy Notice is to explain how Hitchin Netball Club collects, uses, shares, and retains personal data in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the Data (Use and Access) Act 2025. It ensures transparency and accountability in the processing of personal data for all members, players, parents/carers, volunteers, committee members, and visitors.

Scope

This Privacy Notice applies to:

- All personal data collected, stored, or processed by Hitchin Netball Club.
- All club activities, events, and communications, including online platforms, email, WhatsApp, social media, and website use (www.hitchinnetballclub.co.uk).
- All members, players, parents/carers, volunteers, committee members, and visitors.

Policy Statement

Hitchin Netball Club is committed to:

- Protecting the privacy and security of personal data.
- Handling personal data lawfully, fairly, and transparently.
- Collecting and processing only the minimum personal data necessary.
- Keeping personal data accurate and up-to-date.
- Sharing personal data only with trusted recipients and where necessary.
- Retaining personal data only for as long as required.
- Ensuring data subject rights under UK GDPR are respected.
- Maintaining secure systems, processes, and protocols to protect personal data.

Procedures / Implementation

Information We Collect and Use

Depending on your involvement with Hitchin Netball Club, we may collect and use:

- Player and member information – to register and administer membership.
- Parent/carer and contact information – to communicate about membership, training, fixtures and Club activities.
- Emergency contact information – so we can contact the appropriate person in an emergency.
- Medical, health and accessibility information – where needed to support safe participation, player welfare and emergency response.
- Photographs and videos – where appropriate consent has been given, for Club publicity, our website and social media.
- Financial and payment information – to collect membership fees and maintain appropriate financial records.
- Safeguarding information – where necessary to respond to and manage safeguarding concerns.
- DBS verification information – where required for safer recruitment and safeguarding.
- Volunteer and Committee information – for Club administration, governance and communications.
- Competition and match information – where needed to register players with leagues, competitions or England Netball.

- Enquiry information – when someone contacts the Club through our website, social media, email or other communication channels.
- Accident and injury information – where required for health and safety, incident management and insurance purposes.

We only collect and use personal information where we have an appropriate lawful basis under data protection law. Where we process special category information, such as health information, we also identify an appropriate additional condition for processing. Further details are recorded in the Club's Record of Processing Activities (ROPA).

Children's Data

Children have their own data protection rights. Where we process a child's personal data, we will use an appropriate lawful basis for the particular purpose. Where a parent or carer provides information or acts on a child's behalf, we will take account of their authority, the child's age and understanding, and any relevant safeguarding considerations.

Data Sharing / Recipients

We only share personal data when necessary and with trusted recipients:

- England Netball: Affiliation, insurance
- Insurers / Insurance Brokers: Incident reporting, insurance and claims where required
- Venues / Event Organisers: Attendance, access, or safety purposes
- Technology / Data Providers: Wix.com, Google Workspace, WhatsApp
- Statutory Authorities: Safeguarding or legal obligations

No personal data is sold, traded, or rented. All third-party providers are required to maintain appropriate security and confidentiality standards.

Data Retention

We keep personal data only for as long as necessary for the purpose for which it was collected and to meet applicable legal, regulatory, safeguarding, insurance and Club requirements.

Our retention periods are recorded in the Club's Record of Processing Activities (ROPA) and are reviewed regularly. Information that is no longer required is securely deleted or anonymised.

Where information is required for an ongoing complaint, safeguarding matter, investigation, insurance claim or legal proceedings, it may be retained for longer where necessary.

Cookies and Online Tracking

Our website may use cookies to enhance user experience, support basic functionality, and analyse traffic.

- Essential cookies are necessary for the website to function properly (for example, to enable security features or remember session settings) and do not require user consent.
- Non-essential cookies (such as those used for analytics or user preferences) require opt-in consent before being placed on your device.
- Users can manage or disable cookies through their browser settings at any time.
- External links provided on our website are for convenience only; Hitchin Netball Club is not responsible for the privacy or cookie practices of third-party sites.

Security Measures

- Secure password-protected systems
- Restricted access to authorised personnel
- Secure storage using trusted service providers
- Regular review of data handling procedures
- Payment data processed via PCI-DSS compliant gateways

Data Subject Rights

Under UK GDPR, you may have the right to:

- Access your personal data
- Correct inaccurate or incomplete data
- Request deletion of your personal data
- Request restriction of processing
- Object to certain types of processing
- Request data portability, where applicable

Response timeframe: HNC will respond without undue delay and normally within one month, subject to applicable legal rules and permitted extensions. Requests should be sent to the contact below.

Contact Information

For questions about this Privacy Notice, to exercise your rights, or to report a personal data breach, contact Hitchin Netball Club Committee at contact@hitchinnetballclub.co.uk.

See the Club's Data Protection Policy for internal governance and breach procedures.

Monitoring and Review

This document will be reviewed annually, or earlier if there are changes to legislation, England Netball guidance, Club operations or other circumstances that affect its content.

The Committee is responsible for ensuring that the document remains appropriate, effective and up to date. Any amendments will be approved by the Committee and recorded as a new issue.

References and Supporting Documents

Hitchin Netball Club documents

- Data Protection Policy
- Data Protection Framework Overview
- Record of Processing Activities (ROPA)
- Data Breach Log
- Safeguarding Policy

External guidance and documents

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Data (Use and Access) Act 2025
- Information Commissioner's Office (ICO) guidance
- England Netball Privacy Notice
- England Netball GDPR Guide for Regional Management Boards, County Netball Associations, Clubs and Leagues
- England Netball Guide to Creating a Privacy Policy, Privacy Statements and Data Protection Policy
- England Netball Safeguarding Children and Young People in Netball Policy
- England Netball DBS Information