

Privacy Notice

Issue: 2

Issue Date: November 2025

Review Date: November 2026

Responsible: Hitchin Netball Club Committee

The committee is collectively responsible for ensuring this policy is implemented, reviewed, and updated as required.

Purpose

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

Scope

This policy 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

Categories of Personal Data Collected

Category of Personal Data	Examples	Purpose of Processing	Lawful Basis (UK GDPR Art. 6)	Retention Period
Identification	Name, date of birth, address	Membership registration, safeguarding, eligibility	Contract / Legal Obligation	3 years after membership ends
Contact information	Email, phone number, parent/carer contacts, committee/volunteer contacts	Communication about training, events, emergencies, club management	Contract / Legitimate Interest	3 years after membership ends / role ends
Health & Safeguarding	Medical conditions, accessibility info, safeguarding records, injuries, allergies	Safety, welfare, emergency response	Legal Obligation / Explicit Consent / Vital Interests	Until child reaches 25 years; incident reports 7 years
Financial information	Payment details, membership fees	Membership administration, financial record keeping, reporting to HMRC	Contract / Legal Obligation	7 years
Media	Photos, videos, social media posts	Promotion, recognition, club activities	Consent	Until consent withdrawn or 3 years
Competition / Match Registration	Player registration details, team info	Registering players with leagues and competitions	Contract / Legitimate Interest	Duration of season + 1 year
Digital Identifiers / Online Enquiries	IP addresses, login credentials, browser info, website contact form submissions	Website analytics, online registration, responding to enquiries	Legitimate Interests / Consent	1 year

Children's Data

- For members under 18 (and especially under 13 online), personal data is collected with parent/carer consent.
- Communication is through parents/carers.
- Access to children's data is restricted to authorised club officials.

Data Sharing / Recipients

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

- England Netball: Affiliation, insurance

- 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

Data Type	Retention Period
Membership records	Up to 3 years after membership ends
Safeguarding records	Until the child reaches 25 years
Accident / injury reports	7 years
Financial records	7 years (HMRC / audit purposes)
Committee correspondence	3 years after role ends

Data no longer required is securely deleted or anonymised.

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
- Encrypted storage via trusted providers
- Regular review of data handling procedures
- Payment data processed via PCI-DSS compliant gateways

Data Subject Rights

Under UK GDPR, you have the right to:

- Access your personal data
- Correct inaccurate or incomplete data
- Request deletion ("right to be forgotten")

- Object to processing or request data portability

Response timeframe: HNC will respond within 1 month (extendable to 2 months if necessary). Requests should be sent to the contact below.

Contact Information

- For questions about this Privacy Notice, to exercise your rights, or to report a breach: 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 by the HNC Committee, or sooner if required by changes in legislation, club operations, or England Netball guidance. The Committee will monitor implementation and compliance. All updates will be documented and communicated to members and volunteers.

References / Supporting Documents

Hitchin Netball Club Policies:

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

External References:

UK GDPR & Data Protection Act 2018
Information Commissioner's Office (ICO) guidance: <https://ico.org.uk/>