# WORCESTER CITY NETBALL LEAGUE



# **Privacy Policy & Cookies**

This privacy policy sets out how Worcester City Netball League (WCNL) uses and protects any personal information you give to WCNL. This relates to information provided in any form, electronic or manual.

WCNL is committed to ensuring your privacy is protected. Should we ask you to provide certain information by which you can be identified, you can be assured it will only be used in accordance with this privacy statement. WCNL may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 1<sup>st</sup> June 2018.

### What we collect

We may collect the following information:

- name
- contact information including telephone numbers and email address
- other information relevant to our services

## What we do with the information we collect

WCNL takes your privacy very seriously and will never disclose, share or sell your data without your consent; unless required to do so by law. We only retain your data for as long as is necessary and for the purpose(s) specified in this notice.

We require information to understand your needs and provide you with a better service, and in particular for the following reasons:

- For the purposes of organising our netball leagues
- We may use the information to improve our services
- We may periodically send relevant emails or other information which we think you may find interesting using the email address which you have provided

## Security

We are committed to ensuring that your information is secure.

#### Manual data -

This relates to entry forms you complete for WCNL. These forms only request relevant information, they are received and retained by the WCNL Fixtures Secretary. The Fixtures Secretary creates a spread sheet of clubs/teams/players for the relevant season so she is able to cross reference score sheets following each game. Once processed all forms are locked in a secure place and only kept for the duration of the relevant league season. At the end of the season all forms are shredded using a reputable shredding company. Once all teams/clubs are associated with WCNL on ENgage, a separate spread sheet will no longer be required as contact details will be accessible to appropriate members of the WCNL Committee.

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#### Electronic data -

In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online. In common with most web sites, all of the data contained in each HTTP request may be logged. This includes (amongst other things) the name or network address of the computer making the request, and the date and time of the connection. We record this information to analyse web traffic and to help keep our website secure. This logged information may be kept indefinitely, however under normal circumstances it is not possible to infer your identity from it.

### Social Media

We will never divulge any personal information on any social media platforms and we request anyone accessing our social media platforms never use these to name, shame, bully or divulge any personal information. Anyone who does this will be bought to the attention of the WCNL Committee and dealt with appropriately.

If we use any appropriate netball photographs on our social media platforms following games/tournaments, this will only be done with the express permission of anyone included in the photograph.

## Video & Photograph Consent

In order to protect everyone's privacy, you are not permitted to take any photographs or video any games of netball without the permission of all players and umpires. If any person involved in the game objects to videoing or photographs being taken, videoing and photographs are not permitted under any circumstances by any players, spectators or by members of the WCNL committee (for social media purposes).

### How we use cookies

A cookie is a small file which is stored on your device. We use cookies to remember important settings which are personal to you, to recognise you when you are logged in and to facilitate the use of some of the input forms on our website.

We also use cookies enable us to analyse which pages on our website you visit and whether you are a returning visitor. This information is used to generate statistics that help us improve our website and make it easier to use. Some of the third party services we use on our website also set their own 'third party cookies'.

## Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over other websites. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

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## Controlling your personal information

If you have previously agreed to us using your personal information for any purpose, you may change your mind at any time by contacting us - <a href="http://www.wcnl.co.uk/contact/">http://www.wcnl.co.uk/contact/</a>

You may request details of personal information which we hold about you under the Data Protection Act 1998.