



St Helens & St Helens Bees Netball Club Data Protection Policy 2026 - 2027

1. Purpose of this Policy

St Helens & St Helens Bees Netball Club is committed to protecting the personal data of all our members, especially the children aged 3–12 who take part in our activities. This policy explains what information we collect, why we collect it, how we keep it safe, and the rights of parents and guardians.

Our approach follows the requirements of the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Who We Are

St Helens & St Helens Bees Netball Club (“the Club”) is a voluntary, not-for-profit sports club providing netball coaching and activities for girls aged 3–12.

The Club acts as the Data Controller, meaning we decide how personal data is used and stored.

3. What Personal Data We Collect

We only collect information that is necessary for running the Club safely and effectively. This may include:

For Children (Members)

- Full name and date of birth
- Parent/guardian contact details
- Medical information relevant to participation (e.g., allergies, injuries, health needs)
- Attendance records
- Photos or videos (only with explicit consent)

For Parents/Guardians

- Names and contact details
- Emergency contact information
- Consent forms and communication preferences

For Volunteers and Coaches

- Contact details
- DBS check confirmation
- Qualifications and training records
- Emergency contact information



4. Why We Collect This Information

We process personal data to:

- Keep children safe during sessions and events
- Contact parents/guardians in an emergency
- Manage membership and attendance
- Ensure coaches have the information needed to support each child
- Meet safeguarding and insurance requirements
- Share updates about sessions, events, and club news (only with consent)
- Promote the club through photos/videos (only with explicit consent)

5. Lawful Basis for Processing

Under UK GDPR and the Data Protection Act 2018, we rely on the following lawful bases:

- **Consent** – for photos, marketing, and optional information
- **Vital interests** – to protect a child in an emergency
- **Legal obligation** – safeguarding, insurance, and health & safety requirements
- **Legitimate interests** – running and developing the Club in a safe and effective way

6. How We Store and Protect Data

We take data security seriously. The Club uses secure digital systems and password-protected files. Access is restricted to committee members and coaches who need the information to carry out their role.

We do **not** share personal data with third parties unless:

- We have explicit consent
- It is required for safeguarding or legal reasons
- It is necessary for insurance or competition entry

We never sell personal data.

7. How Long We Keep Data

We keep personal data only for as long as necessary:

- Membership and emergency information: deleted within 12 months of leaving the Club
- Accident/incident reports: kept for 3 years
- Safeguarding records: kept in line with statutory guidance
- Photos/videos: deleted immediately upon withdrawal of consent

8. Sharing Photos and Videos

We will only use photos or videos of children when:

- Parents/guardians have given **explicit written consent**
- Images are respectful, appropriate, and celebrate participation
- They are used for club-related purposes (e.g., website, social media, posters)

Parents can withdraw consent at any time.

9. Your Rights

Under the Data Protection Act 2018 and UK GDPR, parents/guardians have the right to:

- Access the data we hold about their child
- Request corrections to inaccurate information
- Withdraw consent at any time
- Request deletion of data (where legally possible)
- Raise concerns about how data is used

Requests can be made to the Club's Secretary.

10. Data Breaches

If a data breach occurs, the Club will:

- Take immediate steps to secure the data
- Assess the risk to individuals
- Inform affected parents/guardians
- Report serious breaches to the ICO (Information Commissioner's Office) where required

11. Contact Details

For questions, concerns, or data requests, please contact:

Club Secretary – Steff Birch

St Helens Bees Netball Club

Email: enquiries@sthelensbees.co.uk