



# Coaches Privacy Notice

Revision V4.0

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At Manvers Waterfront Boat Club (MWBC) we are committed to respecting your privacy. This notice is to explain how we may use personal information we collect throughout your coaching career. This notice explains how we comply with the law on data protection, what your rights are. For the purposes of data protection we will be the “controller” of any of your personal information.

This notice applies to you:

- as an Instructor, Coach, Leader and/or Provider to carry out coaching, courses and assessments at MWBC.
- as a candidate on a Training or Assessment course at MWBC.
- whatever section of MWBC you have association with.

References to **we**, **our** or **us** in this privacy notice are to MWBC, whose registered office is at The Boat House, Station Road, Wath Upon Dearne, Rotherham S63 7DG

We are registered with the Information Commissioner's Office (with the registration number ZA665057) and have appointed a Data Protection Officer to oversee our compliance with data protection laws in our organisation. Contact details of the Data Protection Officer are set out in the "**Contacting us**" section at the end of this privacy notice.

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

When you coach 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, home address 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.
- any credit/debit card and other payment details you provide so that we can receive payments from you and details of the financial transactions with you.
- use of and movements through our online portal, passwords, personal identification numbers, IP addresses, usernames and other IT system identifying information.
- records of your coaching delivery / attendance at any activities, events and/or competitions hosted by us or our affiliated clubs, Quality Marked centres or recognised programme providers.
- images at events and/or competitions in video and/or photographic form and voice recordings.
- your marketing preferences so that we know whether and how we should contact you.

## **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; and information about your health, including any medical condition, health and sickness records, medical records and health professional information;

- Information about criminal convictions and offences, including information that may be disclosed by the disclosure and barring service.

We may not collect all of the above types of special category personal information about you but 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 as set out in Schedule 1, Part 2 of the Data Protection Act 2018 which includes where processing is necessary for:
  - the safeguarding of children and individuals at risk;
  - protecting the public;
  - anti-doping in sport; or
  - maintaining standards of behaviour in sport.
- It is necessary for the establishment, exercise or defence of legal claims;
- It is necessary for the purposes of carrying out the obligations and exercising our or your rights in the field of employment and social security and social protection law;
- Or based on your explicit consent.

Where you have given us consent, we may also collect and process collect personal data relating to diversity, inclusion and disability for monitoring purposes and to allow us to better identify and improve engagement with minority groups, identify the reduction in engagement in certain groups as they grow older and to provide associated reports to key selected partners.

In the table below, we refer to the reasons detailed above as the “special category reasons for processing of your personal data”.

## **WHERE WE COLLECT YOUR INFORMATION**

We typically collect personal information about our Coaches when you create an account on our site as a registered coach, to purchase any services or products we offer online, when you make a query and/or complaint or when you correspond with us by phone, e-mail or in some other way.

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.

## **USES MADE OF THE INFORMATION**

The table below describes the main purposes for which we process your personal information, the categories of your information involved and our lawful basis for being able to do this.

Purpose	Personal information used	Lawful basis
<b>All Members and Coaches</b>		
To administer any account(s) you have with us and managing our relationship with you, (including arranging for any insurance if applicable) and dealing with payments and any support, service or product enquiries made by you.	All contact and membership details, transaction and payment information, records of your interactions with us, and marketing preferences.	This is necessary to enable us to properly manage and administer your membership contract with us.
To arrange and manage any contracts for the provision of any merchandise, products and/or services.	All contact and membership details. Transaction and payment information.	This is necessary to enable us to properly administer and perform any contract for the provision of merchandise/products/service.
To send you information which is included within your membership benefits package, including details about meetings and training opportunities.	All contact and membership details. Transaction and payment information.	This is necessary to enable us to properly manage and administer your membership contract with us.
To answer your queries or complaints.	Contact details and records of your interactions with us.	We have a legitimate interest to provide complaint handling services to you in case there are any issues with your membership.
Retention of records.	All the personal information we collect.	We have a legitimate interest in retaining records whilst they may be required in relation to complaints, disciplinary and safeguarding matters or legal claims. We need to retain records in order to properly administer and manage your membership and in some cases, we may have legal or regulatory obligations to retain records.  We process special category personal data on the basis of the "special category reasons for processing of your personal data" referred to in the section above.

The security of our IT systems.	Your usage of our IT systems and online portals.	We have a legitimate interest to ensure that our IT systems are secure.
To conduct data analytics studies to better understand event attendance and trends within the sport.	Records of your attendance at any events or competitions hosted by us.	We have a legitimate interest in doing so to ensure that our membership is targeted and relevant.
For the purposes of promoting the sport, our events and membership packages.	Images in video and/or photographic form.	Where you have given us your explicit consent to do so.
To comply with health and safety requirements.	Records of attendance.	We have a legal obligation and a legitimate interest to provide you and other members of our organisation with a safe environment in which to participate in sport.
<b>Coaches</b>		
To administer your delivery of and attendance at any courses or programmes you deliver/sign up to.	All contact details, transaction and payment data. Details of your current affiliated club or other, coaching/teaching qualifications and/or officiating history.	This is necessary to enable us to register you on to and properly manage and administer your development through the course and/or programme.
To conduct performance reviews, managing performance and determining performance requirements.	All performance and attendance data and information about your health. Details of your current affiliated club or other, coaching/teaching qualifications and/or officiating history. Qualification start & end dates.	This is necessary to enable us to properly manage and administer your development. We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to above.

To make decisions about your progression and accreditation status	Application forms, certification / Internal verification / Quality assurance/ monitoring forms.	This is necessary to enable us to properly manage and administer your development. We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in the section above.
To process applications and verify qualifications and maintain quality assurance.	Application forms, certification, internal verification, quality assurance and monitoring forms.	This is necessary to enable us to properly manage and administer your development. We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in the section above.
To comply with legal obligations, for example, regarding people working with children or vulnerable adults to comply with our safeguarding requirements.	Information about your criminal convictions and offences.	For criminal records history we process it on the basis of legal obligations or based on your explicit consent.
To arrange for any trip or transportation to and from an event.	Identification documents, details of next of kin, family members and emergency contacts, transaction and payment information, health and medical information.	This is necessary to enable us to make the necessary arrangements for the trip and/or transportation to the event.
To process complaints to an Awarding Body.	Certification forms and Complaint forms.	We have a legitimate interest to provide the certificated information to the regulator and to provide complaint handling services.

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 your position as a member. 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.

### **MEMBERSHIP COMMUNICATIONS & DIRECT MARKETING**

As part of your Membership, we may contact you by email or SMS with important service or administrative messages which are necessary for the fulfilment of our contract with you. Where this information is necessary for the fulfilment of our contract with you, it will not be possible to opt out of these service or administrative messages whilst remaining a member.

### **DISCLOSURE OF YOUR PERSONAL INFORMATION**

We may share personal information with the following parties:

- Any party approved by you.
- To any Discipline Committees, Regional bodies, or International bodies for the National Governing Bodies of sports included at MWBC: to allow them to properly administer the sports on a local, regional, national and International level.
- The Sports Councils (such as UK Sport and Sport England): where this is necessary for the administration of the sport, where your personal data is included in any images or videos taken by us at our competitions and events for promotional and journalistic purposes, or where we are required to report equality, diversity and inclusion data to them.
- Police, law enforcement and security services: to assist with the investigation and prevention of crime and the protection of national security.

Where we do share personal information with any of the third parties detailed above, we will only share such personal information as is necessary and proportionate to the specific purposes and will take appropriate steps to ensure the data is processed and shared securely with appropriate organisational and technical measures in place.

We do not disclose personal information to anyone else except as set out above or in any of our other Privacy Notices that apply to you.

### **TRANSFERRING YOUR PERSONAL INFORMATION INTERNATIONALLY**

The personal information we collect is not transferred to and stored in countries outside of the UK and the European Union.

### **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. Full details of how long we retain different categories of data can be found in our Data Retention Policy.

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.

You will be able to update some of the personal information we hold about you through Webcollect.

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 worked for us.

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.

You may be able to update some of the personal information we hold about you by contacting our coaching department. Alternatively, you can contact us using by using the details set out in the "**Contacting us**" section below.

## **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/>.

To exercise any of the above rights, or if you have any questions relating to your rights, please contact us by using the details set out in the "**Contacting us**" section below.

If you are unhappy with the way we are using your personal information, we are here to help and encourage you to contact us to resolve your complaint first. However, you can also complain to the UK Information Commissioner's Office or your local data protection regulator.

## **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.



## **CONTACTING US**

Chris Wordsworth is the Data Protection Officer. In the event of any query or complaint in connection with the information we hold about you, please email [GDPR@mwbc.org.uk](mailto:GDPR@mwbc.org.uk).