

# **WADAC Privacy Notice for Volunteers**

## **(How we use personal information)**

**This Privacy Notice applies to all WADAC volunteers who work with children, including but not limited to, Coaches, Officials, Team Managers and Parent Helpers.**

### **Why do we collect and use personal information?**

We collect and use personal information:

- to administer volunteers involvement in the sport
- to carry out necessary safeguarding/DBS checks
- to communicate with volunteers about club events

### **The categories of personal information that we collect, hold and share include:**

- Personal information (such as name, address and other contact details)
- DBS number and expiry date
- England Athletics Unique Reference Number (URN) and Coaching/Officials Licence Number

The General Data Protection Regulation allows us to collect and use personal information with consent of the data subject, where we are complying with a legal requirement, where processing is necessary to protect the vital interests of a data subject or another person and where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. When the personal information is Special Category Information we may rely on processing being in the substantial public interest in addition to consent of the data subject and the vital interests of the data subject or another.

Our requirement for this data and our legal basis for processing this data is legitimate interests. The legitimate interests are the interests of registering members and administering the club.

### **Collecting personal information**

The majority of personal information you provide to us is done so on a voluntary basis. In order to comply with the General Data Protection Regulations, we will inform you whether you are required to provide certain personal information to us or if you have a choice in this. Where we are using your personal information only on the basis of your permission you may ask us to stop processing this personal information at any time.

### **Storing personal data**

We hold volunteer members' data for the period in which they are an active member of the club and for a period of 12 months after their membership has ceased, (ie: they have resigned or not renewed their annual membership.)

### **Who do we share personal information with?**

We routinely share personal information with:

- England Athletics via their online registration portal
- Competition organisers via team declaration sheets
- Third party organisations for DBS checks; current contract is with uCheck

We do not share personal information with anyone without consent unless the law and our policies allow us to do so.

### **The England Athletics Portal**

When you become a member of, or renew your membership with, WADAC you will automatically be registered as a member of England Athletics. We will provide England Athletics with your personal data which they will use to enable access to an online eportal for you (called MyAthletics). England Athletics will contact you to invite you to sign into and update your My Athletics portal (which, amongst other things, allows you to set and amend your privacy settings). If you have any questions about the continuing privacy of your personal data when it is shared with England Athletics, please contact [dataprotection@englandathletics.org](mailto:dataprotection@englandathletics.org) .

### **Requesting access to your personal data**

Under data protection legislation, volunteers have the right to request access to information about them that we hold. To make a request for your personal information contact the club's Data Protection Officer.

You also have the right, subject to some limitations to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Contact**

If you would like to discuss anything in this privacy notice, please contact the club's Data Protection Officer, Alison Fenwick on [DPO@wadac.org.uk](mailto:DPO@wadac.org.uk)

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