

British Handball Association: Privacy Policy



The British Handball Association (BHA) is the national governing body for Handball in Great Britain.

1 What this Privacy Policy covers

This Privacy Policy explains in detail:

- The types of personal data we may collect about you when you interact with us
- How we'll store and handle that data, keep it safe and for how long
- When, why and with who we will share your personal data
- The effect of not providing the personal data requested
- The legal basis we have for using your personal data
- The different rights and choices you have when it comes to your personal data; and how we may contact you and how you can contact us

2 The data we may collect about you

The BHA collects and processes the following information:

- A range of player related information including date of birth, contact details, medical notes, emergency contacts, and performance statistics;
- Contact details and DBS/PVG checks of coaches, team managers, and volunteers;
- CVs and associated interview notes regarding recruitment; and
- Expense claims and payment details.

When you visit our website we may also collect, store and use information about your computer and about your visits to and use of our website (including your IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views and website navigation).

3 How and why we use your data?

If you are a Player, Coach, Team Manager, Board member, Administrator, or Volunteer then we use your data to be able to carry out our day to day operations as a national governing body overseeing elite handball e.g. to provide high quality coaching to players, and to comply with legal obligations (e.g. health and safety).

If you are a visitor to our website we collect information to help provide you with the best experience we can e.g. improve the speed/security of the site, and allow you to share pages with social networks like Facebook.

We do not use cookies to:

- Collect any personally identifiable information (without your express permission)
- Collect any sensitive information (without your express permission)
- Pass data to advertising networks
- Pass personally identifiable data to third parties

You can learn more about all the cookies we use by reading the Website Privacy Policy by visiting www.britishhandball.com

Personal sensitive information will not be used apart from the exact purpose for which permission was given.

4 How long do we keep your data?

Information is kept for the minimum time to fulfil the purpose/s for which it was collected or otherwise to meet statutory requirements.

5 Who do we share your personal data with?

Information relating to Players, Coaches, Team Managers, Board members, and Volunteers may be transferred to any of the following organisations (only when required) to achieve the BHA's objectives as a national governing body (e.g. for competition entry):

- England Handball Association
- Scottish Handball Association
- International Handball Federation
- European Handball Federation
- UK Sport
- Sport England
- British Olympic Committee
- International Olympic Committee

If you are a Player we may disclose information about you to Coaches, Team Managers, Board members, or Volunteers insofar as reasonably necessary for the purposes as set out in this privacy policy.

In addition, we may disclose your personal information:

- To the extent that we are required to do so by law;
- In connection with any legal proceedings or prospective legal proceedings;
- In order to establish, exercise or defend our legal rights; and
- To any person who we reasonably believe may apply to a court or other competent authority for disclosure of that personal information where, in our reasonable opinion, such court or authority would be reasonably likely to order disclosure of that personal information.

Except as provided in this privacy policy, we will not provide your information to third parties.

6 What legal basis do we have for using your information?

The law on data protection sets out a number of different reasons for which a company may collect and process your personal data, including:

Consent

In specific situations, we can collect and process your data with your consent. For example, when you agree to abide our Code of Conduct & Behaviour.

Contractual obligations

In certain circumstances, we need your personal data to comply with our contractual obligations. For example, if you make an expense claim we'll collect your payment details to enable us to repay you.

Legal compliance

If the law requires us to, we may need to collect and process your data. For example, DBS/PVG checks relating to Coaches, Team Managers, and Volunteers.

Legitimate interest

In specific situations, we require your data to pursue our legitimate interests in a way which might reasonably be expected as part of running our organisation and which does not materially impact your rights, freedom or interests. For example, if you are a player we will collect performance statistics to enable us to provide the most appropriate coaching and training interventions.

7 What happens if you do not provide us with the information we request or ask that we stop processing your information?

If you are a Player and do not provide the data we need, or withdraw your consent for the processing of that data, we may not be able to allow you to continue to be a part of our national squads or elite coaching programmes.

If you are a Coach, Team Manager, Board member, or Volunteer and do not provide the data we need, or withdraw your consent for the processing of that data, we may not be able to allow you to continue to play a part in BHA activities.

If you make an expense claim and you do not provide the data we need, or withdraw your consent for the processing of that data, we may not be able to reimburse you.

8 Security of your personal information

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information. However, please note that data transmission over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.

9 What rights do you have in relation to the data we hold on you?

By law, you have a number of rights when it comes to your personal data. Further information and advice about your rights can be obtained from the Information Commissioner.

(a) The right to be informed

You have the right to be provided with clear, transparent and easily understandable information about how we use your information and your rights. This is why we're providing you with the information in this Policy.

(b) The right of access

You have the right to obtain access to your information (if we're processing it), and certain other information (similar to that provided in this Privacy Policy). This is so you're aware and can check that we're using your information in accordance with data protection law.

(c) The right to rectification

You are entitled to have your information corrected if it's inaccurate or incomplete.

(d) The right to erasure

This is also known as 'the right to be forgotten' and, in simple terms, enables you to request the deletion or removal of your information where there's no compelling reason for us to keep using it. This is not a general right to erasure; there are exceptions.

(e) The right to restrict processing

You have rights to 'block' or suppress further use of your information. When processing is restricted, we can still store your information, but may not use it further.

(f) The right to data portability

You have rights to obtain and reuse your personal data for your own purposes across different services. For example, if you decide to switch to a new provider, this enables you to move, copy or transfer your information easily between our IT systems and theirs safely and securely, without affecting its usability.

(g) The right to object to processing

You have the right to object to certain types of processing, including processing for direct marketing (i.e. if you no longer want to be contacted about upcoming courses).

(h) The right to lodge a complaint

You have the right to lodge a complaint about the way we handle or process your personal data with your national data protection regulator.

(i) The right to withdraw consent

If you have given your consent to anything we do with your personal data, you have the right to withdraw your consent at any time (although if you do so, it does not mean that anything we have done with your personal data with your consent up to that point is unlawful).

If you would like to request access to the information we hold on you should apply in writing to our Data Controller, Lucy McClements, by emailing office@britishhandball.com. You will need to provide us with the following, before we can process your request:

- Proof of identification in the form of a Driving License or Passport
- Your full name and contact details
- Your relationship with the organisation

We will aim to comply with requests for access to personal information as soon as possible, but will ensure it is provided within one month of receipt of receiving a written request. We may take up to a further two months where requests are complex or numerous.

We will provide a copy of the information free of charge. However, we may charge a 'reasonable fee' when a request is manifestly unfounded or excessive, particularly if it is repetitive. The fee would be based on the administrative cost of providing the information.

10 Policy amendments

It's likely that we'll need to update this Privacy Notice from time to time. We'll notify you of any significant changes, but you're welcome to download the most up-to-date version on our website at www.britishhandball.com whenever you wish.

11 How will we contact you?

We may contact you by telephone or email.

12 How you can contact us?

If you are unhappy with how we've handled your information, or have further questions on the processing of your personal data, please contact us Lucy McClements at office@britishhandball.com.