



Netball Scotland Employee Privacy Notice



Netball Scotland Limited (Netball Scotland) is the National Governing Body of netball in Scotland, the membership organisation responsible for the governance and development of the sport across the country, and Scottish Sirens Limited (Sirens), are a subsidiary of Netball Scotland. We are registered with the Information Commissioner's Office (ICO) as a "controller" of the personal information that you provide to us as your employer.

When you enter into a contract of employment with us, we will collect, store and use the personal information that you provided to us in your application form or CV, if provided, together with the following personal information relating to you:

- Contact details – name, address, email address, date of birth, contact number etc.;
- Next of kin details – name, address, contact number, relationship, etc.;
- Payment details – bank account number, sort code, etc.;
- Details relating to education and training – degrees, qualifications, professional memberships, etc.;
- Experience details – previous roles, employers, references, etc.;
- Equality information – for example, gender, disability, religion, ethnicity, sexual orientation, etc.; and
- Any other personal information, for example, PVG membership, driving licence details, previous criminal offences, etc.;

We may ask you for additional personal information during the course of your employment, which shall be collected, stored and used in accordance with this privacy notice.

Why we need your personal information – contractual obligations

We need to process our employees' personal information to perform our obligations as your employer under your employment contract. We will use our employees' personal information to:

- Administer our payroll and report your earnings to HMRC;
- Manage your pension scheme by Scottish Widows;
- Maintain records on your performance at work, including any performance reviews and disciplinary proceedings; and
- Provide any staff benefits such as childcare vouchers, discount schemes.

Why we need your personal information – employment law

We are under a legal obligation to process certain personal information relating to our employees for the purposes of complying with our obligations under employment law to process our employees' personal information to comply with our obligations as an employer.

Why we need your personal information – health and social care

We may be required to process personal information relating to your health in order to assess your working capacity as an employee by utilizing an occupational health professional.



Why we need your personal information – equality of opportunity or treatment

We are required to use our employees' personal information relating to your health, racial or ethnic origin, etc. for equality monitoring purposes as required by **sportscotland**.

We will process such personal information through aggregated and anonymised reports to identify and keep under review the existence or absence of equality of opportunity or treatment between groups of people within the same categories to promote or maintain equality within our sport.

We will also use this personal information to consider and provide any reasonable adjustments as required under the Equality Act 2010.

Who we share your personal information with

If your personal information is included in any images or videos taken by us at our competitions and events, we may share this with **sportscotland** / Team Scotland / Commonwealth Games Scotland and other sport and press organisations for promotional and/or journalistic purposes.

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include (but not limited to) HMRC, the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children and any other reasonable request.

We may also share personal information with our professional and legal advisors for the purposes of taking advice.

Netball Scotland employs third-party suppliers to provide services such as (but not limited to) IT providers, membership database providers, payment providers, membership service providers, workforce and volunteers, external communications platforms etc. These suppliers may process personal information on our behalf as "processors" and are subject to written contractual conditions to only process that personal information under our instructions and protect it.

In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

How we protect your personal information

Your personal information is stored on our own servers and email accounts which are based in the UK/EU and accessed by our staff and volunteers for the purposes set out above.

Where your personal information is transferred out with the EU, we will provide you with information regarding the safeguards that we have put in place with the recipient country to protect your personal information.



How long we keep your personal information

We will only keep your personal information for as long as necessary to comply with our employment law obligations. We will review and possibly delete your personal information following a period of at least 6 months after you have ceased to be employed with us.

We will keep certain personal information of employees for longer in order to confirm your identity, when you were an employee of Netball Scotland and for how long. We need to do this to comply with our employment law obligations or in the event of a claim against Netball Scotland.

Your rights

You can exercise any of the following rights by writing to us at Netball Scotland, Emirates Arena, 1000 London Road, Glasgow G40 3HY or by emailing dp@netballscotland.com

Your rights in relation to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a "subject access request";
- if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- you have a right to request that we restrict the processing of your personal information for specific purposes; and
- if you wish us to delete your personal information, you may request that we do so.

Any requests received by Netball Scotland will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk.