

Privacy and Accessibility

THE WESSEX BASKETBALL ASSOCIATION DATA PROTECTION POLICY

Data Protection Policy

The Wessex Basketball Association is strongly committed to your right to privacy and to following the provisions of the Data Protection Act 1998. That is why we have drafted a Data Protection Policy, which follows guidelines set out in the Data Protection Act 1998. Accordingly, all personal data must be processed fairly and lawfully in accordance with the Act and care taken to safeguard the confidentiality of personal data and to follow data protection good practice at all times. This policy outlines the principles of the Act as they apply to the Wessex Basketball Association and aims to protect the interests of individuals and organisations that provide the Wessex Basketball Association with personal data or process data on its behalf.

Responsibilities of Staff and Management

The volunteer staff of the Wessex Basketball Association are responsible for the processing of data in accordance with the Act and for upholding the principles outlined in this policy for the processing and maintenance of data regarding its members. All personnel are expected to observe data protection good practice at all times and to ensure that the personal data they make available for processing is kept accurate, up to date and secure.

All staff members are responsible for ensuring that any personal data that they possess regarding any other individual is kept securely and is not disclosed to any unauthorised third party.

Policy Breach

Any breach of this policy will be treated seriously and may also constitute a breach of the Data Protection Act 1998. Any suspected breach of this policy will be dealt with by the Area Chairman in accordance with Basketball England's Disciplinary Procedures.

Procedures:

To ensure that Wessex Basketball complies with the principles set out in the Act the following steps should be followed:

- Wessex Basketball will ensure that its name and address will be on all paperwork as appropriate and will identify the use to which any information requested will be put.
- Data held will be used responsibly and within the limits described in the Act.
- The type of data collected will be reviewed at least annually.

- Any error will be rectified as soon as possible after the Wessex Basketball Association becomes aware of it.
- Financial records are kept for seven years or as long as is dictated by the law.
- All computer-held personal or financial data is held on password protected computers with only the authorised users holding passwords
- Personal, financial and child protection data held in paper form will be kept in locked cabinets and only accessed by authorised personnel.

Individuals and organisations on which the Wessex Basketball Association holds information have the right to

- a. Be informed upon request of the information held regarding them.
- b. Prevent the use of their data for the purposes of direct marketing.
- c. Request the removal or correction of inaccurate data held about them.

Intellectual Property

The names, images, pictures and logos identifying Wessex Basketball, are the proprietary marks of Wessex Basketball. Copying our logos and/or any other third party logos accessed via this website is not permitted without prior approval from the relevant copyright owner. Requests for permission to use our logo should be directed to admin@wessexbasketball.co.uk. Tell us how and why you wish to use our logo. Please include your contact details, name, address, telephone number, fax number and email.

Hyperlinking to us at Wessex Basketball

You do not have to ask permission to link directly to pages hosted on this site. We do not object to you linking directly to the information hosted on our site. However, we do not permit use of our logo as a link without prior permission or our pages to be loaded into frames on your site. Wessex Basketball's pages must load into the user's entire window.

Virus Protection Awareness

We make every effort to check and test material at all stages of production. It is always wise for you to run an anti-virus program on all material downloaded from the Internet. We cannot accept any responsibility for any loss, disruption or damage to your data or your computer system that may occur whilst using material derived from this website.

Privacy Statement

If you are a user with general public and anonymous access the Wessex Basketball website does not store or capture personal information, but merely logs the user's IP address that is automatically recognised by the web server. We do not use cookies for collecting user information and we will not collect any information about you except that required for system administration of our web server.

Online Registration System, Website Terms and Conditions

Users of the Basketball England online registration system do so in accordance with the Basketball England Privacy and Data Protection policy. Any information provided by them will be held by Basketball England and the Wessex Basketball Association Registrar on its computer records in accordance with the Data Protection Act. Club Contact details, Committee details and officials details will be published in the Wessex Handbook and on Fixtures Live and will be password protected. We will also from time to time send individual members electronic communication via email.

The Wessex Basketball website and material relating to information, products and services (or to third party information, products and services) is provided 'as is', without any representation or endorsement made and without warranty of any kind, whether express or implied, including but not limited to the implied warranties of satisfactory quality, fitness for a particular purpose, non-infringement, compatibility, security and accuracy. We do not warrant that the functions contained in the material contained in this site will be uninterrupted or error free, that defects will be corrected, or that this site or server that makes it available are free of viruses or represent the full functionality, accuracy, reliability of the materials.

In no event will we be liable for any loss or damage including, without limitation, indirect or consequential loss or damage, or any loss or damages whatsoever arising from use or loss of use of data or profits arising out of or in connection with the use of the Wessex Basketball website. If any of these Terms and Conditions should be determined to be illegal, invalid, or otherwise unenforceable by reason of the laws of any state or country in which these Terms and Conditions is are intended to be effective, then to the extent and within the jurisdiction which that Term or Condition is illegal, invalid or unenforceable, it shall be severed and deleted from this clause and the remaining terms and conditions shall survive, remain in full force and effect and continue to be binding and enforceable. These Terms and Conditions shall be governed by and construed in accordance with the laws of England and Wales. Any dispute arising under these Terms and Conditions shall be subject to the exclusive jurisdiction of the courts of England and Wales. If these Terms and Conditions are not accepted in full, you do not have permission to access the contents of this website and therefore should cease using this website immediately.

DATA PROTECTION ACT 1998

The Principles of the Data Protection Act:

1. Personal data shall be processed fairly and lawfully and shall not be processed unless certain conditions as specified in the Act are met.
2. Personal data shall be obtained only for a lawful purpose and shall not be processed in any manner incompatible with that purpose.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose for which it is processed.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data shall not be kept for longer than is necessary for the purpose.
6. Personal data shall be processed in accordance with the data subject's rights under the Act.
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

Data Processing

Listed below are the main categories of data that the Wessex Basketball Association may hold/process, the main purpose(s) for holding/processing such data, the possible disclosures of such data and the likely sources of such data. The below is not an exhaustive list of the data that Wessex Basketball may hold.

1. Data: Personal details;

Main Purposes: To keep up-to-date records of membership with Wessex Basketball to ensure compliance with the registration process.

Main Sources and Disclosures: Individual members, Clubs, Teams, Coaches, Officials and Team Followers. Wessex Committee full access, Clubs/Teams limited access.

2. Data: Club details;

Main Purposes: To keep up-to-date records of membership with Wessex Basketball to ensure compliance with the Constitution and League regulations.

Main Sources and Disclosures: Club Secretaries. Wessex Committee full access, Clubs/Teams/Officials limited access.