

Privacy Policy

West Country Wolves — Girls Basketball Development Programme

Last reviewed: 23.07.26 Next review: 23.07.26 Owner: Data Controller

1. Introduction

West Country Wolves ("we", "us", "our") runs a regional girls basketball development programme for players across the South West, including monthly training and leadership days and pathway opportunities such as international trips. We are committed to protecting the privacy of everyone we work with, and this policy explains what personal data we collect, why, how we use and protect it, and what rights you have. It is written to meet the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

West Country Wolves is in the process of becoming a Community Interest Company (CIC) and acts as data controller for the personal data described in this policy.

2. What information we collect

About players

- Name, date of birth, home club, school year group and home address
- Parent/guardian name(s) and contact details
- Emergency contact and medical/dietary information, including for overnight camps and international trips
- Coach assessments and development records used to plan the pathway and select players for camps, leadership activities and international opportunities
- Passport details and travel consent, collected specifically for international trips
- Consent for use of photographs and video

About coaches, mentors and committee members

- Name and contact details
- DBS certificate details and date of check
- Coaching/mentoring qualifications and Basketball England registration details
- Emergency contact details

General

- Enquiry and registration form submissions, collected via Jotform
- Email and other correspondence with the programme
- Session and trip fee records - we do not store full card details
- Photographs and video from training days, leadership days and trips

3. How we collect it

- Online registration and enquiry forms (Jotform)
- Direct communication by email, WhatsApp
- Coach and mentor observations during training and leadership days, used to inform development planning
- Travel and consent forms completed ahead of camps and international trips

4. Our legal basis for using your data

- Consent for photography/video use, marketing communications, and participation in optional pathway opportunities such as international trips
- Contract / legitimate interest - to run training and leadership days, plan the development pathway, and organise trips
- Legal obligation, for safeguarding, safer recruitment (DBS checks) and incident reporting
- Vital interests, to act quickly in a medical emergency, including while travelling

5. How we use your data

- Administering monthly training and leadership days across the region
- Planning and reviewing each player's development pathway
- Selecting players for camps, leadership activities and international opportunities such as the Paris programme, based on transparent criteria
- Organising travel, accommodation and insurance for trips
- Contacting a parent/guardian in an emergency or about a change to plans
- Meeting our safeguarding responsibilities
- Promoting the programme, only with consent, and reporting to funders and sponsors using anonymised or aggregated data wherever possible

6. Who we share your data with

We do not sell or share personal data for marketing purposes. We may share relevant data with:

- Basketball England and WEBBA, for pathway, affiliation and insurance purposes
- Feeder clubs (such as a player's home club) where relevant to coordinating a player's development
- Travel operators, insurers, and, where required, host organisations abroad - limited to what is necessary for a specific trip
- Emergency services or medical professionals, if required

7. How we store and protect your data

- Data is held in password-protected systems, including Jotform, our programme records and email
- Access is limited to committee members and coaching staff who need it for their role
- Passport and travel data receives extra security and is only accessible to those directly organising a trip
- Any paper records are stored securely and disposed of confidentially

8. How long we keep your data

We keep programme and development records for as long as a player is part of the pathway, plus a limited period afterwards to meet insurance, affiliation and safeguarding requirements. Passport and travel details are deleted once no longer needed for a specific trip. Safeguarding records are retained in line with Basketball England and NSPCC CPSU guidance, which may require longer retention.

9. Your rights

- Access the personal data we hold about you
- Ask us to correct inaccurate data
- Ask us to delete your data, subject to our safeguarding and legal obligations
- Object to or restrict certain uses of your data
- Withdraw consent, for example for photography or an optional trip, at any time

To exercise any of these rights, contact us using the details in Section 12. You also have the right to complain to the Information Commissioner's Office (ico.org.uk).

10. Photography and social media

We ask for consent from a parent or guardian before using any photo or video of a player in programme promotion, on social media, or in reporting to funders and sponsors. Consent can be withdrawn at any time — we will remove the material as soon as reasonably possible.

11. Children's data

Most of the personal data we hold relates to young people under 18. We take extra care with this data, always seek parental or guardian consent for its collection and use, and apply the additional safeguards set out in our Safeguarding Policy — particularly around international travel.

12. Contact us

General contact	info@westcountrywolves.co.uk
Welfare Officer / data contact	TBC — to be confirmed

13. Changes to this policy

We review this policy at least once a year, and sooner if our practices or the law change. The version date is shown at the top of this document.