

## Data Collection requirements during the MyNet Affiliation Process 2017/18

### Frequently Asked Questions - What information is being collected?

We are collecting the following additional information on the club and the facilities used by the club; it will be mandatory to provide the information asterisked in the list below during the affiliations process for the 2017/18 season. We hope Club Secretaries and Affiliations Contacts will provide the additional information as well.

Club	<ul style="list-style-type: none"> <li>• Programmes being offered including Back to Netball, Junior Teams*</li> <li>• Leagues that teams from the Club play in*</li> <li>• Contact details of the Club Safeguarding Officer (who must be aged 19 &amp; over as of 1<sup>st</sup> September)*</li> </ul>
Facilities	<ul style="list-style-type: none"> <li>• For each training and home competition venue used the following information will be requested:             <ul style="list-style-type: none"> <li>○ Name and address of venue*</li> <li>○ Number of indoor courts*, surface, condition of court, average cost per hour, spectator seating</li> <li>○ Number of outdoor courts*, surface, condition of court, average cost per hour, spectator seating, floodlighting</li> <li>○ Disabled Access</li> <li>○ Changing facilities</li> <li>○ Parking</li> <li>○ Overall condition of the venue*</li> <li>○ Easy of booking the venue and how far it can be booked in advance</li> <li>○ Website link</li> </ul> </li> </ul>

### Updating Facilities Information

England Netball is regularly asked by local authorities to input into research on facility needs. The purpose of these studies is to ensure that valuable community sports facilities are:-

**- Provided      - Protected      - Enhanced**

We use the facility information on MyNet to provide evidence for these studies which in turn either helps make a case for investment, or demonstrates the impact of where investments are made. Help us to make this possible and remember to update your Clubs' facility info this season. The more accurate the info, the more we can look after and improve the venues we rely on to make our sport great.

In addition to the information about clubs and facilities above, it will be mandatory to enter the following information about members:

- Gender\*
- Transgender (for over 16s only)\*
- Ethnicity\*
- Religion\*
- Sexual Orientation (for over 16s only)\*
- Disability\*
- Date of Birth\*

### Why are you collecting this information?

It is difficult to gauge how many people are playing netball in England. By gaining an insight into what activity is being undertaken, by whom, where the activity is being undertaken and the quality of that venue will help England Netball focus the strategy and identify new funding sources to invest in netball. It will also mean that we can report a realistic picture to Sport England and hopefully use this picture to maximise and sustain their investment into netball in the future.

### Will I have to provide sensitive personal data about all the members of my club?

Some of the information held on the individual is sensitive personal data under the Data Protection Act. England Netball believes this information is important in order to monitor equality of opportunity and is collected and processed with appropriate safeguards for the rights of the individuals. We would actively encourage Club Secretaries to collect this information from members of their club but in recognition that this is sensitive data there are options to "prefer not to say".

### What are the implications under the data protection act?

Clubs are independent organisations from England Netball. As part of the affiliations process the club via the Club Secretary or Affiliations Contact is disclosing personal data to England Netball; this disclosure may include sensitive personal data. It is a requirement under the Data Protection Act that the data is disclosed to a third party (England Netball) only if it is compatible with the purpose for which the data is obtained, as some of this data is sensitive data, England Netball strongly recommends that clubs get the individuals' consent.

MyName

<b>DATA PROTECTION: England Netball, your Region(s) and County(s) will use your personal data (including potentially sensitive data) for the purpose of your participation in Netball, for regulatory reasons and to provide you information about Netball.</b>			
Tick here if you would like England Netball & our Partners to tell you more about our netball news and offers by email			
<b>AFFILIATION DECLARATION: I certify that all the information is correct and agree to abide by the laws of the game and England Netballs rules, regulations and disciplinary requirements.</b>			
Signature		Date	

England Netball believes individuals completing and signing the registration forms provides clubs the consent required under the Data Protection Act and again strongly recommends that these are completed. If clubs have their own registration forms, they do not have to get individual members to complete them both just ensure all the fields on the England Netball form are contained in their forms. Copies of the England Netball Registration form can be downloaded from <https://www.Englandnetball.co.uk/membership/membership-fees-forms-3/membership-fees-forms-2017-18/> or alternatively from the Document Downloads section of MyNet.

### **I need to affiliate my players quickly ahead of the upcoming game, why is it mandatory to enter this information during the affiliation process and slow down the process?**

England Netball appreciates that this is an additional administrative burden and in recognition of this felt it was important to give Club Secretaries and Affiliations Contacts as much notice as possible so that they can start gathering the information prior to the crucial cut off dates for affiliations and playing in competitions.

### **Haven't we given this information to England Netball in the past?**

As some of the data collected in the past is potentially out of date and/or difficult to link to individuals and clubs we are asking for this data to be re-entered during the affiliation process. We realise that this may be frustrating to the minority of those that have already provided the information but it is really important that England Netball makes decisions based on timely accurate information; we believe this is the only way we can obtain this.

### **Will I need to re-enter this information every year?**

This data will be mandatory prior to a club affiliating any members each season, however, once this data has been entered, it will just be a case of updating the information to reflect any changes in circumstances.

### **My club plays at a lot of venues, do I need to enter the details of them all?**

We are looking for the details of the venues that your club's teams consider being their "home venues" for training and competition; that is, locations that as a club you organise for your teams to play against visiting teams. If your club's teams have more than one "home venue" then please enter them all; as we have said above the more accurate picture England Netball can draw from this information, the greater the benefit the whole netballing community can gain. If your club teams play at a central league venue please still enter this information as the home venue for competition. In order to reduce the burden of data processing, once the details of a venue have been entered, this can just be selected from a list rather than re-typed.

### **Will I still be able to use the bulk affiliations process on MyNet?**

The bulk affiliations process is still available for the 2017/18 affiliations season where the data input will not be required as it will have been collected during the previous season. Any errors identified during this process will be highlighted on the screen which will allow you to fix these before submitting your affiliations. Please refer to the Bulk Affiliation user guide available from the Document Downloads section of MyNet to assist you with this.

### **How do I get help?**

There will be an updated guide to the affiliations process available to download from the England Netball website here: <https://www.Englandnetball.co.uk/membership/membership-fees-forms-3/membership-fees-forms-2017-18/> and also from the Document Downloads section of MyNet, this should take you step-by-step through the affiliation process and answer the majority of questions that arise. Our Membership Services team will also be available during normal business hours to help you through the affiliation process and answer any questions that you may have. As we hope you will appreciate, this is a very busy time for the Membership Services team, therefore it would be great if you could email your queries and questions to [affiliations@Englandnetball.co.uk](mailto:affiliations@Englandnetball.co.uk) or leave a message on the answer phone 01462 442344 and option 2. The team will prioritise the queries based on when they were received and will get back to you as soon as possible.