



COBRAS BASKETBALL CLUB

...your CLUB, your FAMILY, working with your COMMUNITY

Privacy Policy (GDPR) – Cobras Basketball Club Ltd

Introduction

Cobras Basketball Club Ltd is committed to protecting and respecting personal privacy.

This Privacy Policy explains how personal data is collected, used, stored, and protected in accordance with the **UK General Data Protection Regulation** and the **Data Protection Act 2018**.

This policy applies to all individuals whose personal data is processed by Cobras Basketball Club Ltd, including:

- Players
- Parents and guardians
- Coaches
- Volunteers
- Staff members and former staff members
- Committee members and administrators

Data Controller

Cobras Basketball Club Ltd
Company Registration Number: 10333649
Website: www.cobrasbasketballclub.com

Cobras Basketball Club Ltd is the Data Controller for personal data processed in connection with club activities.

Welfare and Safeguarding Officer

The club's designated Welfare Officer is:

Alex Halmkan 07754 450 176 (For Safeguarding Emergencies only):

welfarecobras@gmail.com

Safeguarding and welfare concerns should be reported directly to the Welfare Officer or club management.

Safeguarding records are handled with strict confidentiality.

Personal Data We Collect

Player and Member Information

- Full name
- Date of birth
- Gender
- Team or age group
- Attendance records
- Performance information

Parent or Guardian Information

- Parent or guardian names
- Address
- Email address
- Telephone numbers
- Emergency contact details (up to two contacts where possible)

Staff, Volunteer, and Coach Information

The club may collect:

- Role or employment information
 - Training and qualification records
 - Performance or conduct information (if applicable)
 - Payment or contractual information (if applicable)
 - Safeguarding and welfare information
-

Health and Safety Information

Where necessary for participation in club activities, the club may process medical or injury-related information.

Emergency contact details may also be recorded to protect player safety.

Media – Photography and Video

Please refer to the club's Photography Policy:

https://www.cobrasbasketballclub.com/_files/ugd/b02548_dbcefb335f4f4500bb3e8b5d105d2877.pdf

Photographs and videos may be taken during club activities for promotional and communication purposes.

Consent may be withdrawn at any time.

How We Collect Personal Data

Personal data may be collected through:

- Registration forms
- Membership applications
- Staff or volunteer onboarding
- Direct communication

The club may use the following systems for administration:

- Coacha
- Spond
- Gmail
- WhatsApp
- Jotform
- Basketball competition or management platforms where required

These services are used to support club operations.

Account Access and Password Security

Cobras Basketball Club does not have access to personal member login passwords for club management platforms.

The club does not store, record, or request passwords for member accounts on systems such as:

- Coacha
- Spond

The club can only assist by initiating an official password reset process where required.

Cobras Basketball Club staff and administrators are not able to see, record, or retrieve personal passwords.

Members are responsible for maintaining the security of their own login credentials.

The club will not request passwords by email, telephone, or messaging services.

All account security is managed through the official platform authentication systems in accordance with the **UK General Data Protection Regulation** and security best practice.

The club may direct members to official platform support channels if account recovery assistance is required.

Payments

Club payments may be processed using secure third-party providers:

- Stripe
- GoCardless
- Square

Cobras Basketball Club does not store full card or bank account details.

Legal Basis for Processing Personal Data

The club processes personal data under the following lawful bases:

Contract

To administer membership, employment, or volunteer roles.

Legitimate Interests

To manage club activities and operations.

Legal Obligation

To meet safeguarding, financial, or regulatory requirements.

Consent

For photography, marketing communications, or optional services.

Consent may be withdrawn at any time.

Sharing Personal Data

Personal data may be shared where necessary with:

- Club coaches and authorised volunteers
- Competition organisers and sporting bodies
- Approved service providers
- Safeguarding authorities where required by law

The club does not sell personal data to third parties.

Data Storage and Security

Personal data is stored securely.

Access is restricted to authorised club officials, administrators, and coaches.

Data may be stored using secure cloud infrastructure and club management systems.

Some data may be processed or stored outside the United Kingdom by service providers. Appropriate safeguards are used to ensure data protection standards.

Data Retention

Personal data is retained only for as long as necessary.

Typical retention periods may include:

- Active member, staff, or volunteer records – while association continues
- Former member or staff records – retained for reasonable administrative or safeguarding purposes
- Financial records – retained in accordance with legal accounting requirements

Data that is no longer required will be securely deleted or anonymised.

Communication Platforms

The club may use messaging platforms such as WhatsApp for operational communication.

Participation in group communication groups is voluntary.

Members and staff should not share personal data, photographs, or videos of others without appropriate consent.

Children's Data

Cobras Basketball Club is a youth sports organisation.

Parental or guardian involvement is required when processing personal data relating to children.

Data Subject Access Requests (DSAR)

Individuals may request access to personal data held by the club.

The club aims to respond within one calendar month in accordance with UK GDPR requirements.

Requests should include sufficient information to help locate the requested data.

Breach Notification

In the event of a personal data breach that may risk individual rights or freedoms, the club will take appropriate action which may include notifying affected individuals and relevant authorities.

Your Data Protection Rights

Individuals have the right to:

- Access personal data held by the club
- Request correction of inaccurate data
- Request deletion of data where appropriate
- Withdraw consent where processing relies on consent
- Object to certain processing activities

Requests should be submitted via the club website.

Complaints

If you are dissatisfied with data handling practices, you may contact the **Information Commissioner's Office**.

Policy Updates

Cobras Basketball Club Ltd may update this Privacy Policy periodically.

The latest version will be published on the club website.

Contact

Cobras Basketball Club Ltd

www.cobrasbasketballclub.com

The Cobras Team



Cobras Basketball Club Ltd

registration number 10333649

www.cobrasbasketballclub.com