



Shropshire Junior County Badminton Club and Policy on Data Protection.

Since 1998, the 'Data Protection Act' has governed the use of personal data within the United Kingdom, but on May 25th 2018, a new GENERAL DATA PROTECTION REGULATION (GDPR) will come into effect. GDPR gives EU citizens more control over their personal information, and makes organisations that hold or use that data responsible for keeping it secure. This document outlines the key information and the policies that SJCBC have in place to meet all requirements.

1/ What is Personal Data?

The new GDPR legislation defines personal data as any information that can lead to the identification of a living individual. Examples of Personal Data include: name, address, phone number, images, email address etc. Consequently, SJCBC may hold the following personal data on players, coaches and officials.

- We have a database which contains such information as names, addresses, phone numbers, email addresses, dates of birth, schools, of our players as well as emergency contact details.
- We have a database of school addresses and details together with sports halls and Managers.
- We have pictures of training sessions and matches
- We have videos taken at matches and training sessions.

2/ The key principles of the new GENERAL DATA PROTECTION REGULATION (GDPR)

The new GDPR legislation outlines 8 key principles that must be followed. Personal data;

1. Must be used fairly and lawfully
2. Must be used for limited and specifically stated
3. Must be used in a way that is adequate, relevant and not
4. Must be accurate and up to date
5. Must not be kept for longer than absolutely necessary
6. Must be handled in accordance with people's Data Protection rights
7. Must be kept safe and secure
8. Must not be transferred outside the European Economic Area without adequate protection

3/ Why do we keep personal data, and is it all required?

Personal data is used by SJCBC for the reason of furtherment of Badminton within the county. SJCBC are affiliated to SCBA (Shropshire County Badminton Association) and to BE (Badminton England) and this data may be used to assist and publicise all these bodies activities. Personal data will only be shared as required with other Badminton bodies, but not shared with other unrelated third parties for marketing reasons, if any use is additionally required not as described above all individuals will be contacted before it use. SJCBC does not use data for marketing reasons so have no

requirement under GDPR to request you to 'opt in' with this data but we will request you to check it's accuracy for us regularly. Forms are available on the website in the DOWNLOADS section for you to complete if you wish to change any personal data.

GDPR requires that personal data must only be used for limited and specifically stated purposes and must be used in a way that is adequate, relevant and not excessive. As a result, In May 2018 all personal data pertaining to SJCBC was reviewed and the committee concluded that we now only hold relevant information, if any new personal data types is required, its relevance will be assessed.

To ensure personal data is not kept for longer than absolutely necessary, SJCBC will keep all personal data on our systems only as long as the individual is involved in the sport in Shropshire. The only exception is when someone has been requested to be forgotten, see below.

4/ Security of data held

One of the key principles of the new GDPR legislation is that personal data must be kept safe and secure. Consequently, SJCBC have in place processes to protect the data that we hold. Where personal data is held on a third-party server (Such as GOOGLE DRIVE or WIX), files will be protected by passwords, which will be controlled by the PRIVACY CHAMPION, these will be changed on a regular basis and supported by a suitable virus protection, however SJCBC holds no responsibility for the security of this third-party storage. There may also be a requirement that SJCBC committee members may temporarily download this personal data to mobile devices such as laptops/tablets for the reasons of administering required tasks, but it can only be handled in accordance with people's data protection rights and we will take all reasonable steps to protect this data. The Secretary will be issued with a SJCBC laptop with passwords and suitable virus protection added. Other key members will

4/ Privacy Incidents

A privacy incident is the loss, damage to, unauthorised processing or disclosure of personal data pertaining to SJCBC.

All SJCBC members must immediately report any suspected or actual privacy incident to ANY SJCBC committee member or our listed PRIVACY CHAMPION

Any incidents will be fully investigated by the SJCBC committee and any affected individuals will be informed as soon as practical.

4/ What are your rights?

Under GDPR you have certain rights

- You have a legal right to enquire:
 - What personal information SJCBC holds about you;
 - How it uses that data
 - Request copies of that data
- A Subject Access Request (SAR) is a request made by a member to obtain a copy of their personal information held by SJCBC.
- To make a SAR (Subject Access Request) just contact the PRIVACY CHAMPION By Email and he will be able to process the request
- SJCBC has a legal obligation to deal with any written request within a strict 30-day time limit.

- You also have the right to be FORGOTTEN. This means that your details will be totally removed, not just flagged or moved. Pictures and video will be deleted where the individual is the key character. To be FORGOTTEN please contact the PRIVACY CHAMPION in writing by Email.
- You have the right to question the requirement of any data, in writing to the PRIVACY CHAMPION.

5/ Outgoing Emails

From May 2018 SJCBC has instructed all officials to 'Blind Copy' (BCC) all individuals when Emails are sent out to a large group of individuals, this is to prevent Email data from being available to everyone

6/ Issues and concerns.

If anyone has any issues or concerns about this policy or its implementation, SJCBC would encourage you to come forward and raise these with any committee member or with the PRIVACY CHAMPION. We will assist and investigate if required within a reasonable timeframe.

Ultimately an individual has the right to raise any concerns with the government information Commissioner (GIC)

SUMMARY

SJCBC are a small non profit-making organisation, but we take control of personal data seriously. We have constructed this policy to demonstrate that we are trying to observe all aspects of GDPR 2018 and have necessary policies and procedures in place.

All players involved in sessions at SJCBC and officials will have been issued with our Partnership Agreement Document (PAD), which is also available on our website in the DOWNLOADS Section, this outlines all aspects of SJCBC policy and this detailed policy is to support that document.

Any player or official taking part in SJCBC sessions agrees to follow the processes outlined in this (PAD) document.

Chairman SJCBC On Behalf of the SJCBC Committee. May 2018V3