



**PORTSMOUTH AND DISTRICT BOWLING ASSOCIATION**

**Founded 1925**

**General Data Protection Regulations Policy Statement**

## P&D General Data Protection Regulations Policy Statement

### Revision Information

<b>Approval Date</b>	<b>Amendments</b>
08/11/2018	Approved at November 2018 P&D Exec Meeting

# **P&D General Data Protection Regulations Policy Statement**

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# **P&D General Data Protection Regulations Policy Statement**

## **1 Definitions**

The following expands on some of the "Short Hand" terms used in this document:

- P&D - Portsmouth and District Bowling Association
- GDPR - General Data Protection Regulations
- P&D Officers – These are the Association Officers that are detailed in item 3 of the P&D Constitution.
- Members – These are all the Bowlers Registered with the P&D as well as the Officers of all the Clubs Affiliated to the P&D, as shown in the P&D Manual and Website.

## **2 Policy**

This GDPR Policy document sets out the P&D's Commitment to Protecting Personal Data and how we implement that Commitment with regards to the Collection and Use of such Personal Data.

The P&D is committed to ensuring that it and all of the P&D Officers complies with the GDPR principles, as listed below:

- Meets its legal obligations as laid down by the General Data Protection Regulations.
- Ensure that the Personal Data is collected and used fairly and lawfully.
- Process Personal Data only in order to meet its operational needs or fulfil its legal requirements.
- Take steps to ensure that Personal Data is up to date and accurate.
- Establish appropriate Retention Periods for Personal Data.
- Provide Members with access to their Personal Information upon request.
- Abide by Article 15, granting Members the right to have their personal information erased.
- Provide adequate security measures to protect personal data.
- Ensure that a nominated P&D Officer is responsible for Data Protection Compliance and provides a point of contact for all Data Protection issues.
  - see 3 Data Protection Officer Roles for his responsibilities.

## **3 Data Protection Officer Roles**

The following lays out what the P&D Protection Officer needs to do:

- Ensures that all P&D Officers are made aware of good practice in Data Protection.
- Provide adequate training for all P&D Officers responsible for Personal Data, should it be requested, from the relevant body.
- Ensure that queries about Data Protection, internal and external to the P&D, are dealt with effectively and promptly.
- Regularly review Data Protection Procedures and guidelines within the P&D.
- Ensure that everyone handling Personal Data knows where to find further guidance from the relevant body.

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### **4 Data Protection**

Personal Data is any data which may be used to identify, contact or locate a single person.

The P&D holds the following data:

- For all P&D Officers and Executive Members, their:
  - Name, Home and, where known, Mobile Phone Number, and either their Home Address & Post Code or EMAIL Address.
- For all Affiliated Clubs:
  - The Name, Home and/or Mobile Phone Number and either their Home Address & Post Code or EMAIL Address of their Official P&D Point of Contact.
  - In addition, for those Club Officers whose names appear on the P&D Questionnaire submitted by Affiliated Clubs, details are held of their Name, Home and/or Mobile Phone Number and, where given, EMAIL Address and Home Address & Post Code.
    - NOTE: When this information is collected, each club is asked to indicate that each of their Officials is willing for this information to appear in the P&D Manual AND P&D Website.
- The P&D Treasurer holds EMAIL Addresses and 'Phone Numbers of the Affiliated Club Officer to whom he sends the Annual P&D Invoice.
  - He holds NO financial data on individuals.
- Those P&D Officers involved with Junior Players hold such detailed information as is required under Safeguarding Legislation and supplied by Parents/Guardians.
- Other Officers hold EMAIL addresses and Phone Numbers of individual Members to allow them to make contact for the running of Leagues, Competitions, Selection of P&D Teams, etc.

This information is held principally on personal computers which have up to date security software, although some records may be hard copy.

No financial information on Members (e.g. Bank details) is held by the P&D although, where Members have provided details of their Bank account, for the purposes of receiving BACS payments, that information is held within the Bank's own system accessible only by authorised Officers

### **5 Data Sharing**

Personal information shared is that relevant information required by Affiliated Club Members to participate in any P&D Leagues or Competitions, etc.

No information is shared with other Bowling Associations or organisations to which the P&D is affiliated where it is needed by those Associations or organisations in order that they can inform players of competition arrangements, selection for Association games etc.

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### **6 Data Erasure**

- Anyone who has their Personal Data held by the P&D has the right to access, view and erase this data.
- A "Subject Access Request" (Article 15) grants every citizen the right to a copy of all their Personal Data held by the P&D.
  - The P&D will provide this information in an electronically transportable format usable by the individual requesting the information.
- The "Right to be Forgotten" (Articles 16 & 17) entitles individuals to have this data erased.
- The P&D understands that failure to fulfil this entitlement will be a violation of GDPR and subject to penalties.

### **7 Data Breaches**

In the event of a data breach posing any kind of threat to Members' Personal Information, the P&D will inform the affected individuals within 72 hours.

**End of Document**