

EBUA Policy on General Data Protection Regulations (GDPR)

1 Introduction

This Policy concerns the personal information (data) held by the English Bowls Umpires Association [EBUA], its security and use. The Policy is written in response to the GDPR, in force from 25 May 2018. It defines the people involved in data collection in the EBUA, how it is stored and used internally, and members' rights over their data. The EBUA uses this data solely for the purposes of the effective running of the Association and it does not share the data externally with anyone without their consent. The data is not used in any form of automated decision making or profiling. In joining the EBUA, members are agreeing to this GDPR Policy.

The Data Controller for the purposes of the GDPR will be the EBUA through the Executive Committee. They will be responsible for the implementation and review of this policy. Given the limited nature of data held, the appointment of a Data Protection Officer is not seen as required; any concerns relating to data protection should be addressed to the EBUA Chairman who will fulfil this role.

The Data Processor will be the EBUA Treasurer who will hold the membership database on a computer. The Data Processor will be responsible for the collection of the data, its security, and updating of membership records including deletion. The Data Processor will share the membership data with other Executive Committee members and County Co-ordinators as required for those Executive Committee members and County Co-ordinators to undertake tasks essential for the running of the EBUA.

2 What Data is Collected and Why

The personal information collected on members comprises of: name; address; phone number(s); e-mail address; county affiliation and umpire or marker status plus training and examination details, subscription details and method of payment, re-examination due date and marker Certificate of Competency details. This information is collected solely to enable the EBUA to identify its members, allocate them to a area and county; construct and deliver appropriate training and updating programs, and plan participation in events requiring qualified umpires and markers.

3 When is the Data Collected and Reviewed

This data is captured when a member first joins the EBUA through the application form and is thereafter updated as appropriate.

4 Data Security

The EBUA requires that all officer holders who hold personal data do so in a secure manner. The EBUA and its officer holders will seek to always use a bcc system when any e-mails are sent to multiple members.

5 Member's Rights to their Personal Data

All members have the right to be provided with a copy of the data held on them by the EBUA. Any request for this should be made in writing (including e-mail) to the EBUA Data Processor. The Data Processor shall reply to any such request within one calendar month. There will be no charge for such access to data.

6 Breaches of Data Security

If at any point a breach of data security is suspected or identified, then that suspicion or fact must be reported immediately (verbally if necessary and confirmed in writing) to the EBUA Chairman who is responsible for investigating breaches of security, determining the resultant degree of risk and deciding on the action to be taken, reporting this at the first opportunity to the Executive Committee. Where a breach is likely to result in a serious risk to the rights and freedoms of individuals (say involving health or financial issues), the EBUA Chairman has 72 hours to report the incident to the Information Commissioners Office (ICO).

7 Reviews

It is hoped that members will update their personal information if it changes during the year. The Policy itself will be reviewed by the EBUA at least every four years.