

# WYCHAVON PARISH GAMES ASSOCIATION

*Competition and Community Coming Together – [www.wychavongames.org](http://www.wychavongames.org)*

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## **PRIVACY AND DATA PROTECTION POLICY**

This document sets out the Privacy and Data Protection Policy of Wychavon Parish Games Association in compliance with the requirements of the general data protection regulations.

### **DEFINITIONS**

WYCHAVON PARISH GAMES ASSOCIATION is the organisation responsible for managing Wychavon Parish Games and is managed by an elected Executive Committee.

A Parish Organiser and Team Captains will be appointed by each Parish entering the Games.

Players refers to the people taking part in the Games and includes Parish Organisers and Team Captains for the purpose of this Policy.

GDPR refers to the General Data Protection Regulation (EU) 2016/679

### **OBJECTIVES**

It is the intention of Wychavon Parish Games Association to hold only enough data for the safe and efficient operation of the Parish Games in full compliance with the GDPR.

Such information may be transferred between members of the Committee for the sole purpose of organising the Parish Games.

### **SPECIFIC PROVISIONS**

1. Data Controller: The Secretary acts as Data Controller and will hold and maintain, securely, the master data list. The Executive Committee will continue to be jointly responsible for data security.

2. Data Controller's responsibilities: The Data Controller shall carry out the following activities:

2.1. To provide guidance to committee members, Parish Organisers and Team Captains in line with the GDPR and this Policy.

2.2. In line with the GDPR and this Policy ensure that data used by Wychavon Parish Games Association is accurate, securely held, used in accordance with GDPR guidelines, retained and destroyed.

2.3. Report any breaches to the appropriate authority.

2.4. Ensure that the correct GDPR notices are included in all relevant communications.

2.5. To manage any request by a person to delete their data.

3. Computer Security: Computer files holding personal data will be protected by a password.

3.1. Personal data shall not be transferred using memory sticks, discs or other removable devices.

3.2. E-mail address lists are regarded as secure provided the email account is protected by a strong password.

4. Data held by Wychavon Parish Games Association: Data held by Wychavon Parish Games Association shall be as follows for Parish Organisers, Team Captains and Players:

Name, postal address, e-mail address, personal telephone numbers, Parish and event entered.

5. Data for Committee Members: The Secretary may provide personal data to Committee Members for the purpose of carrying out Wychavon Parish Games Association business under the following conditions.

5.1. The Committee Member undertakes not to divulge such information to third parties (whether on the Committee or not).

5.4. If a Person wishes his data to be removed the Secretary will inform all Committee and Members holding personal data to remove this data.

6. Request for data held: A person may ask to see all personal data held on them at any time. This will be freely provided to the person within 28 days from the date of the request.

7. Request to delete data: A person may request that their information may be wholly deleted from Wychavon Parish Games Association records. This will be carried out within 28 days of the request.

8. Requests for a person's data: All requests for a person's information shall be referred to the Secretary who will contact the person concerned directly and ask them to contact the person requesting the information. [For example: If Tom wants

Helen's email address, he contacts the Secretary. The Secretary contacts Helen and asks her to get in touch with Tom at her discretion. This is the extent of Wychavon Parish Games Association action.]

9. Retention Policy: Generally, personal data, as described above will be held indefinitely.

Exceptions to this will be subject to notification by a person or their relatives. Peoples data will be deleted:

9.1. If a Person dies.

9.2. If a Person asks for his data to be removed.

9.3. If a Person is expelled from the Games.

10. Destruction Policy: When data is no longer required, it shall be carefully deleted by all parties holding the data.

10.1. Paper copies shall be shredded.

10.2. Digital copies shall be deleted from all devices holding such data, mainly personal computer hard discs and/or email address lists.

11. By submitting an entry into the Parish Games, Parish Organisers, Team Captains and Players consent to their details being used as outlined above.

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