



GDPR Guide

As of the 25th May 2018, the General Data Protection Regulation (GDPR) came into action. As a dodgeball club which handles individual's data, it is important that you ensure your club is compliant with GDPR. British Dodgeball have written this short guide to outline the steps you need to take to ensure compliance.

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1. Identify a Data Controller

Every Dodgeball club should identify a Data Controller to ensure that your club is GDPR compliant. Their role includes identifying and recording the specific locations where data is held, ensuring that consent is obtained in the appropriate manner and maintained accordingly, and being a point of contact for individuals that have requests regarding their personal information.

2. Increase Awareness Amongst Your Committee

The GDPR ensures that our Personal Information belongs to the individual. It therefore protects against misuse by others. It also specifies that one individual in an organisation (the Data Controller) will be accountable for how that organisation collects, uses and stores information about their dodgeball club's members. It is necessary that all members of your club understand the changes made due to the GDPR and how we must now treat data. Clubs should ensure that information relating to compliance of GDPR is shared between committee members, any club members, coaches and volunteers.

3. Only Keep What You Need

'Personal Information' means any information relating to an identifiable individual e.g. Joe Blogg's birthday, or Jane Doe's emergency contact telephone number. It is important that each Dodgeball Club understands exactly what personal information it holds on members. Most club's primary data source will be their membership database – have a look through and delete anything not important to the running of your club. British Dodgeball recommends keeping the following information on your members: name, date of birth, contact details, emergency contact details, info on medical conditions, consent to data usage/photographs/media sharing

4. Obtain Consent

GDPR is very clear that an individual must be informed of what their personal information is going to be used for, who will have access to it, where it will be stored and how long it will be held for. They must give their consent for their data to be used. Consent must be 'freely given, specific, informed and unambiguous'. Obtaining consent requires a positive indication of agreement – it cannot be inferred through silence (not objecting), pre-ticked boxes or inactivity.

Under the GDPR, children are not permitted to give consent for their data to be used. A child's parent or guardian must give consent on their behalf.

4.a. Consent From New Members (Update Your Membership Forms)

Club must also ensure that any paper membership forms are compliant to the GDPR and they are processed properly once they have been completed by an individual. It is fine to collect information on paper forms, and to retain them in hard copy after they have been completed, as long as the individual is made aware of this at the time they are completing the form. Tick boxes (or similar) must be used to obtain the person's consent to process their information. Completed forms must then be stored securely in a specified location. Make sure you update your existing membership forms to specifically tell individuals the following:

- The club's identity
- The data controller's name and a way to contact them
- The reasons for collecting the information





- The uses it will be put to
 - Who it will be shared with
 - The legal basis for processing the information
 - How long it will be retained for
 - The right of members to complain if they are unhappy with the club's implementation of GDPR
 - Other specific personal privacy rights relevant under GDPR (as outlined in Personal Privacy Rights section)
- Use [British Dodgeball's new starter form](#) if you need a template for this.

The same logic must be applied to any other systems your club may use to manage its membership. Technology can save use time and effort when processing, storing, or using data but you need to make sure that you store it securely and with encryption (e.g. a password). If your club is using a third-party system e.g. a sports membership website, a fundraising website, a group messaging app, you should contact them to verify that they are compliant with the GDPR. Also, individuals must be informed if a third-party is being used to provide a system for this purpose. Most of the third-party providers (e.g. online registration, text messaging, fundraising) will be compliant to the GDPR and will be able to advise on how they are ensuring compliance.

4.b. Consent From Existing Members (Send Out A Privacy Notice)

The GDPR requires that individuals are made aware of why their data is being collected and how it will be stored and used. They must know this before their data is obtained. If you already hold any individual's data, you must get their consent for their data to be used. You can either provide them with a fresh membership form (see above), or you can provide them with a data protection form to sign.

5. Put up a Privacy Notice

Being transparent and providing accessible information to individuals about how you will use their personal data is a key element of the GDPR. The most common way to provide this information is in a privacy notice. A privacy notice explains how you collect, use and store data. This can be posted on your website and must contain the following information:

- The club's identity
 - The data controller's name and a way to contact them
 - The reasons for collecting the information
 - The uses it will be put to
 - Who it will be shared with
 - The legal basis for processing the information
 - How long it will be retained for
 - The right of members to complain if they are unhappy with the club's implementation of GDPR
 - Other specific personal privacy rights relevant under GDPR (as outlined in Personal Privacy Rights section)
- You can download the [British Dodgeball Privacy Notice Template](#) here.

5. Ensure Personal Privacy Rights

Individuals have certain rights which Data Controllers must adhere to. These rights include:

- Access to all information held about an individual (Subject Access Request) – This allows for any member to request a copy of all information held about them. This must be provided within one month.
- To have inaccuracies corrected
- To have information erased
- To object to direct marketing

6. Report Data Breaches

If personal data is lost or stolen, or unauthorised access to personal data occurs, this must be notified to the Information Commissioner's Office within 72 Hours of being identified. This is a requirement for paper information and electronic information (unless the data is encrypted). If the breach is likely to cause harm to the individual (e.g. identity theft) then the individual must also be informed. A procedure to detect, report and investigate data breaches should be in place.

If you'd like any more information on the GDPR, then get in touch with our Development Manager Aden Woodall aden@britishdodgeball.com.

