

WHAT IS THE GDPR...



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20 years ago the world was a very different place. The reach of technology was limited, and the way organisations used and processed your personal data was very different to how they use it today.

The changes that have happened over the last 2 decades have forced the European Union (EU) to review the old legislation and bring them up to speed with the modern era. The EU's General Data Protection Regulation (GDPR) raises the standards for processing personal data, to strengthen and unify protection for individuals across the EU. The new legislation comes into force in the UK on 25th May 2018 and will exist post Brexit.

The athletics clubs and England Athletics collect and process a vast array of Personal Data on the athletes, their parents and the coaches. This could be anything from names, addresses, telephone numbers right through to more sensitive types of data such as religion, ethnicity and disabilities. As a result, it is important that all clubs are aware of the new legislation and act in accordance with them.

This paper is to act as an introduction to the GDPR and offer insight into how the changes may affect your clubs practice's.

There are many key terms that are in the GDPR and used throughout this document. These are listed and explained below:

- **Personally Identifiable information (PII) or Personal Data** – Any information that can be used to identify an Individual. Examples could be names, addresses, telephone numbers right through to more sensitive types of information such as religion, ethnicity and disabilities
- **Data Subject** – This is an Individual. For The clubs this could be athletes, coaches or parents & guardians
- **Data Controller** - This is the owner and user of the gathered Personal Data. This is anybody gathering and retaining Personal Data, such as the club officials
- **Data Processor** – This is a company, organisation or individual who processes the data on behalf of the Data Controller. This could be a membership management database
- **Lawful Processing** – The legitimate reason for holding and processing Personal Data, such as being necessary for performance of a contract with the athletes
- **Subject Access Request (SAR)** – This is a request from an Individual to the club to find out what information you hold on them. They also have the right to request that you change or permanently remove any details that you hold on them
- **Breach** – This is the loss of information. This could come from a hacker or physically losing files/folders
- **Data Protection Officer (DPO)** – Representative for Data Protection duties



Stage	Activity	What does this mean for GDPR?
Club official or coach joining	<p>New club officials and coaches pass their personal data to you via:</p> <ul style="list-style-type: none"> • E-mail • Face to Face • Registration Form 	<p>The gathering of information from a new club official or coach is required for the performance of the contract between you and them but care needs to be taken to keep these communications private, especially when Personally Data is shared, such as in the Joiners Form, which may contain Sensitive Data</p>
New athletes joining form	<p>The new athletes joining form is used to capture information on the athlete to convert them to an active member, this could be via:</p> <ul style="list-style-type: none"> • E-mail • Web Form • Paper Form 	<p>The new athletes joining form will be the first data capture exercise for a new athlete. The form itself needs to consider and inform of data use:</p> <ul style="list-style-type: none"> • Purpose – What are you going to do with it • Limit – It only includes what you need • Retention – Delete when no longer required • Secure – Special care taken in storing • Transfer – Who receives this data
Active member	<p>The athlete and parent/guardian are now active within the club</p>	<p>The athlete data will probably be stored in a main filing system such as a membership database, Excel sheets on local laptops and/or paper-based records. During this period you need to consider:</p> <ul style="list-style-type: none"> • Third Party Processors – Holding data on your behalf, such as membership databases • Accuracy – Keep data up to date • Data Privacy – How secure is the data
Fundraising	<p>The club requires funding to offer the services for athletes and parents, specifically for equipment and event funding</p>	<p>The new funders joining form will be the first data capture exercise for a new donor. The form itself needs to consider and inform of data use:</p> <ul style="list-style-type: none"> • Purpose – What are you going to do with it • Limit – It only includes what you need • Retention – Delete when no longer required • Secure – Special care taken in storing • Transfer – Who receives this data



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Events and competitions	<p>Events and competitions are held frequently for the athletes. These can be:</p> <ul style="list-style-type: none"> • Race meetings • Social events <p>These events can require further data gathering, such as Guardian Consent and Health forms</p>	<p>When further data gathering is being completed you need to consider:</p> <ul style="list-style-type: none"> • Purpose – What are you going to do with it • Limit – It only includes what you need • Retention – Delete when no longer required • Secure – Special care taken in storing <p>This activity should consider what data you already have on file and only capture what is necessary.</p>
Club surveys	<p>Athletes data may be presented to the club committee to allow for statistical analysis. This may include:</p> <ul style="list-style-type: none"> • Religion • Ethnicity 	<p>Transfer of Personal Data of any kind needs to be handled with due care, especially with details considered Sensitive, such as Ethnicity and Religion. In all cases the purpose of the transfer should be well understood and documented with techniques such as anonymising the data being used.</p>
Register	<p>At every training session and competition the coach has an obligation to take a register of the athletes attending the session.</p>	<p>Registration of athletes for each meeting is good practice from a safeguarding perspective. What this does highlight though is the importance of the following:</p> <ul style="list-style-type: none"> • Accurate data on the athletes • Maintaining a log of attendees but retaining a high level of data protection, such as; use of digital data as opposed to paper records and a minimised data set purely for attendance
Comms	<p>Part of being a club official in athletics is the requirement to keep the athletes and parents updated. These updates are for weekly training, upcoming events/competitions and general club news</p>	<p>Communication to the athletes and parents is essential for the fluent operation of the club. The GDPR recognises these types of communications and categorises them as Necessary for fulfilling your role. However this communication should only be for the purposes of the club and not for further advertising, unless they have specifically Opted In.</p>



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Waiting Lists	When the club reaches capacity the coach or club officials maintain a list of athletes and their parents to keep in contact when space becomes available. This communication could be via e-mail or telephone conversation.	When data is being held due care needs to be taken in the storage. In addition the information being held needs to be Accurate and Minimised . If at anytime the athlete or parent wishes to leave the waiting list their data should be deleted fully if not required for further purposes. All Personal Data should have a defined and appropriate Retention Period for its storing.
Data Breach	It may occur that Personal Data is disclosed externally accidentally or removed from the club via malicious means. Athletes and parents may also exercise rights they have over their data you hold.	In the event of a Breach , via malicious means or through accidental disclosure, the Data Controller is obligated to do the following: <ul style="list-style-type: none"> • Report the Breach to the DPO • Complete a Breach Response Form In the event an athlete or parent requests their data to be deleted, updated or disclosed the Data Controller has 1 month to complete the request if not deemed as excessive .
Leavers	From time to time athletes, coaches and club officials leave the club. This means that their association with the club ceases and as part of this the club sets the data held on the individuals as archived.	When the individual wishes to leave the club, the data held on them needs to be archived, further consideration needs to be made for: <ul style="list-style-type: none"> • Limit – It only includes what you need • Retention – Delete when no longer required • Secure – Special care taken in storing • Transfer – Who receives this data