



SPORT CHEER WALES

SCW Data Protection policy

V2019.1

SportCheer Wales Data Protection Guidance

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| Last updated | November 2019 |
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Definitions

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| SCW | SportCheer Wales |
| GDPR | means the General Data Protection Regulation. |
| Responsible Person | means SCW Secretary - Victoria Crandon-Jenkins |
| Register of Systems | means a register of all systems or contexts in which personal data is processed by SCW. |

1. Data protection principles

SCW is committed to processing data in accordance with its responsibilities under the GDPR.

Article 5 of the GDPR requires that personal data shall be:

- a. processed lawfully, fairly and in a transparent manner in relation to individuals;
- b. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d. accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- e. kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- f. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.”

2. General provisions

- a. This policy applies to all personal data processed by SCW.
- b. The Responsible Person shall take responsibility for SCW's ongoing compliance with this policy.
- c. This policy shall be reviewed at least annually.
- d. SCW falls under exemption classification for the ICO registration

3. Lawful, fair and transparent processing

- a. To ensure its processing of data is lawful, fair and transparent, SCW shall maintain a Register of Systems.
- b. The Register of Systems shall be reviewed at least annually.
- c. Individuals have the right to access their personal data and any such requests made to SCW shall be dealt with in a timely manner.

4. Lawful purposes

- a. All data processed by SCW must be done on one of the following lawful bases: consent, contract, legal obligation, vital interests, public task or legitimate interests (see [ICO guidance for more information](#)).
- b. SCW shall note the appropriate lawful basis in the Register of Systems.
- c. Where consent is relied upon as a lawful basis for processing data, evidence of opt-in consent shall be kept with the personal data.
- d. Where communications are sent to individuals based on their consent, the option for the individual to revoke their consent should be clearly available and systems should be in place to ensure such revocation is reflected accurately in SCW's systems.

5. Data minimisation

- a. SCW shall ensure that personal data are adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- b. [Add considerations relevant to SCW's particular systems]

6. Accuracy

- a. SCW shall take reasonable steps to ensure personal data is accurate.
- b. Where necessary for the lawful basis on which data is processed, steps shall be put in place to ensure that personal data is kept up to date.
- c. Membership data will only be retained for current members, and archived in line with the archiving policy

7. Archiving / removal

- a. To ensure that personal data is kept for no longer than necessary, SCW shall put in place an archiving policy for each area in which personal data is processed and review this process annually.
- b. The archiving policy shall consider what data should/must be retained, for how long, and why.

8. Security

- a. SCW shall ensure that personal data is stored securely using modern, password protected software that is kept-up-to-date.
- b. Access to personal data shall be limited to personnel who need access and appropriate security should be in place to avoid unauthorised sharing of information.
- c. When personal data is deleted this should be done safely such that the data is irrecoverable.
- d. Appropriate back-up and disaster recovery solutions shall be in place.

9. Breach

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, SCW shall promptly assess the risk to people's rights and freedoms and if appropriate report this breach to the ICO ([more information on the ICO website](#)).

Archiving Policy

SportCheer Wales maintains a membership programme for all Athletes, Coaches, interested parties and programmes. The information collected from this process will be maintained and stored as follows;

1. Full name

Kept for the year of membership. Information will be removed once the membership has lapsed.

2. Address

Kept for the year of membership. Information will be removed once the membership has lapsed.

3. Telephone number

Kept for the year of membership. Information will be removed once the membership has lapsed.

4. Email address

Kept for the year of membership. Information will be removed once the membership has lapsed.

5. Copy of ID (this can include a birth certificate, passport or driving license)

Copies of information will be reviewed and removed from storage immediately.

6. Student card (if university member)

Copies of information will be reviewed and removed from storage immediately. Kept on file will be expiry dates

7. University insurance details (if applicable)

Copies of information will be reviewed and removed from storage immediately. Kept on file will be qualification levels and expiry dates.

8. Current front facing picture

Kept for the year of membership. Information will be removed once the membership has been suspended or lapsed.

9. Next of kin details

Kept for the year of membership. Information will be removed once the membership has been suspended or lapsed.

10. Parent details (if under 18)

Kept for the year of membership. Information will be removed once the membership has been suspended or lapsed. Removed once the athlete reaches 18 years of age.

11. Current coaching or judging qualifications

Copies of certificates will be reviewed and removed from storage immediately. Kept on file will be qualification levels and expiry dates. Copies will be retained for all Team Wales Coaches until the conclusion of the relevant ICU world championship.

12. Current Enhanced DBS check

copies of certificates will be removed from storage at every resolution of membership, role appointment or conclusion of the ICU world championships for Team Wales coaches. Kept on file will be full name, level of Disclosure and reference number (for update checks)