



**Guidance for Netball Clubs on the
General Data Protection Regulation (GDPR)**

May 2018

General Data Protection Regulations (GDPR) Guidance for Netball Clubs

You may have heard about the new General Data Protection Regulation (GDPR) taking effect on 25 May 2018. This guidance document is intended to give an overview of what has changed and what club's responsibilities are now under the new regulation. This document provides general guidance and you may wish to get in touch with us if you have further questions.

The GDPR change is designed to benefit everybody by ensuring that data is gathered and managed responsibly. Improved data management will keep data more secure and help prevent data breaches.

Netball clubs should ensure that the data they hold about members is:

- Truly secure
- Viewed only by those who really need to view it
- Limited to what is needed
- Accurate
- Up to date
- Only kept for only as long as it is needed.

Generally, unless there is a legal need to, data should only be kept for a period of 6 years after last contact

- Deleted / destroyed after a period of time.

This also includes editing or deleting a member's 'Role' using your Club Secretary Tools within Welsh Netball's membership database on www.ourwelshnetball.co.uk

- Available to be seen by its owner on request
- Not shared with third parties unnecessarily.

This does not include sharing data with Welsh Netball, who, as a Data Controller stores affiliation data securely in accordance with GDPR requirements

- Easily amended if incorrect

Netball clubs should ensure that:

- The committee is aware that Data Protection legislation applies to the club
- Their website informs people of how their data will be used (if applicable)
- All officials, staff and members understand how to handle personal data
- Club officials have given permission for their names and contact details to be made publicly available if they are placed posters, online or on social media
- There is a process to follow if any personal data is lost or stolen
- Changes within the club that affect the use of Personal Data are communicated
- Members understand that emails sent on mailing lists can present a security risk if they are not addressed to recipients via the BCC (also known as 'blind copy') field
- Personal data will only be used for club purposes, which includes individual member affiliation to Welsh Netball
- Failure to comply with the Data Protection legislation can mean substantial fines as well as reputational damage
- If a breach occurs, you must notify the Information Commissioners Office within 72 hours

Ways you can get your club ready for GDPR:

Designate, inform, train: Make it a role of a member of the committee to become your GDPR expert. That person should inform and train all people within the club on how to manage data to ensure GDPR compliance runs from top to bottom.

Review policies and procedures: Look over your data protection policies, including privacy notices, and the language you use on documents to make sure they are at least compliant with GDPR regulations, if not even stricter. You'll need to review your contracts to make sure they include data processing requirements compliant with the new rules.

Assess and document your current data and data requirements: Look at the points at which your club collects personal data, what types of data it collects, and from which types of people—suppliers, members, or officials. Document all your data processing, including the legal basis for using the data. You'll also need to check to see if you have any inaccurate or out of date data that you've shared with other organisations.

Review consent policies and procedures: Look at your current procedures for obtaining consent from members and others. How does your club document that consent? If these

procedures and policies aren't at least as stringent as those of the GDPR, you need to revamp them to become compliant. You will need to obtain explicit consent from data subjects (e.g. members) to use their data to contact them for marketing purposes.

Assess your policies regarding children's data: If your club works with children, you need to scrutinise your current policies to make sure they are up to the GDPR's exacting standards, designed to protect the data of the most vulnerable among us. In terms of GDPR, a child is anyone under the age of 13. The GDPR's rules require the consent of a parent or guardian to record and process children's data, as well as other rules. Look at the new policies to make sure that your organisation takes children's data protection seriously.

Further information about Welsh Netball's privacy policy and website privacy notice can be found below. Clubs may wish to use these as guidance for formulating their own privacy policies and notices.

Privacy policy: <http://www.welshnetball.com/wp-content/uploads/2018/05/WN-Members-Privacy-Notice-2018.pdf>

Privacy notice: <http://www.welshnetball.com/wp-content/uploads/2018/05/052018-Welsh-Netball-Privacy-Statement.pdf>

Further GDPR links and resources can be found via Sport Wales' Club Solutions website: <http://www.clubolutions.wales/data-protection/>

You can also find out more information and guidance – as well as report any data breaches - via the Information Commissioners Office: www.ico.org.uk