

2023 Issue 01

Bourne End Junior Sports Club

General Data Protection Policy



Matthew Todd

SPORTS HALL, NEW ROAD, BOURNE END, BUCKS, SL8 5BS

BEJSC General Data Protection Regulations Policy

Definitions

Charity	Means Bourne End Junior Sports Club (BEJSC), a registered charity.
GDPR	Means the General Data Protection Regulations.
Responsible Person	Means Matthew Todd.
Register of Systems	Means a register of all systems or contexts in which personal data is processed by the Charity.

Policy & Privacy Statement

The Trustees of Bourne End Junior Sports Club are committed to processing data in accordance with its responsibilities under the GDPR.

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

- ④ Processed lawfully, fairly and in a transparent manner in relation to individuals;
- ④ 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;
- ④ Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- ④ Accurate and, where necessary, kept up to date. Every reasonable step will be taken to ensure that any personal data that is inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- ④ Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data is 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
- ④ 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.”

General provisions

- ④ This policy applies to all personal data processed by the Charity.
- ④ The Responsible Person shall take responsibility for the Charity’s ongoing compliance with this policy.
- ④ This policy shall be reviewed at least annually.

- ④ The Charity shall register with the Information Commissioner's Office as an organisation that processes personal data. Our registration number is Z4917935.

Lawful, fair and transparent processing

- ④ To ensure its processing of data is lawful, fair and transparent, the Charity shall maintain a Register of Systems.
- ④ The Register of Systems shall be reviewed at least annually.
- ④ Individuals have the right to access their personal data and any such requests made to the charity shall be dealt with in a timely manner and free of charge.

Lawful purposes

- ④ All data processed by the charity 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](#)).
- ④ The Charity shall note the appropriate lawful basis in the Register of Systems.
- ④ Where consent is relied upon as a lawful basis for processing data, evidence of opt-in consent shall be kept with the personal data (our membership forms)
- ④ 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 the Charity's systems.

Data minimisation

- ④ The Charity shall ensure that any collected personal data is adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- ④ Personal Data will be collected via the annual BEJSC membership form (as attached to this policy) or by signing up to receive information via the BEJSC website only.

Accuracy

- ④ The Charity shall take reasonable steps to ensure personal data is accurate.
- ④ 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.
- ④ Personal data records will be updated annually as per the data collected on the approved membership form.

Archiving / removal

- ④ To ensure that personal data is kept for no longer than necessary, the Charity shall put in place an archiving process for each area in which personal data is processed and review this annually.
- ④ The archiving process & periods of record keeping is as follows: -
 - Personal data (inc. health & medical notes) collected via membership form – 5 years
 - Awards received (Name & Award Received) – Indefinite
 - Accident book record – 10 years
 - Child Protection Records – 15 years

- ⦿ When data is either deleted, destroyed or removed it shall be done in such a way as to be irrecoverable and a record of what was deleted, when it was deleted and who undertook the action will be kept.

Security

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

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, the Charity 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](#)).

This policy was adopted on: 9th April 2018 **(Date)**

& Reviewed on: 1st September 2022 **(Date)**

On behalf of the Trustees:

(Chairman).......... **(Signed)**

This policy will be reviewed annually by the Trustees



Bourne End Junior Sports Club

GDPR Privacy Statement

The Trustees of Bourne End Junior Sports Club are committed to processing data in accordance with its responsibilities under the GDPR.

The policy of BEJSC is to ensure that all personal data is adequate, relevant and limited to what is necessary in relation to the purposes of engaging in the sport(s) to which they are signed up to as a club member.

The overall responsibility for the implementation of the GDPR Policy lies with the Trustees of BEJSC.

Any employee or volunteer of BEJSC who contravenes this policy may be found to be personally liable as a result of any consequent legal proceedings.

On behalf of Trustees of BEJSC

Updated September 2022

Example Membership Form Data that will be captured

Welcome to BEJSC. This form must be completed by EVERY member of the club. If this is not done you will not be entitled to represent the club in any team or be able to use the club's facilities. Most importantly you will NOT be insured. The membership renewal is due each September, however only one membership fee is required per member irrespective of how many sections/sports you participate in.

PARTICIPANT'S FULL NAME (Sorry to repeat ourselves!)

ADDRESS

DATE OF BIRTH

IS PARTICIPANT WITHIN AGE BAND OF SECTION?

(circle one) Badminton - Ages 11 to 18 Basketball - Ages 6 to 12 Canoeing - Ages 8 to 18 Climbing - Ages 4 to 18 Swimming - Ages 4 to 18 Table Tennis - Ages 6 to 18

SCHOOL

DISABILITY / ILLNESS / MEDICAL / SPECIAL EDUCATIONAL NEEDS

EMERGENCY CONTACT NUMBER

ADDRESS

View all club policies, rules and code of conduct please visit <https://bejsc.co.uk/club-policies>

I have read and agree to the terms above

Gift Aid is reclaimed by Bourne End Junior Sports & Recreational Club from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer. For every pound you give BEJSC gets an extra 25p from the Inland Revenue. This helps make your donation go further to provide the sport and recreation opportunities for children and young people in the area. For example, a gift of £10 can be turned into £ 12.50 and it won't cost you another penny! We claim it on the membership fee you pay for your child to join BEJSC so if you want your donation to go further, Gift Aid it! By completing the boxes below you are effectively signing, dating and declaring that you are a UK taxpayer and understand that if you pay less income tax and/or Capital Gains tax in a tax year than the amount claimed on all your donations in that tax year, it would be your responsibility to pay any difference. You can of course cancel this declaration at any time by writing to us and remember to let us know if you change your name or address whilst the declaration is in force.

Parent / Guardian Name Address (if different from above)

I want to Gift Aid my donation of £ 24.00 to BEJSC yes no

I want to Gift Aid my donation of £ 24.00 and any donations I make in the future or have made in the past 4 years yes no

I confirm (parent or guardian for those members under 16 are accepting on behalf of the child) that I am / wish to become a member of BEJSC and have agreed to the rules, policies and code of conduct for membership.

I understand that by submitting this form, I am consenting to our data being collected, stored and handled by BEJSC for the purposes set out in the BEJSC GDPR Collection and Uses of Data Summary, which can be viewed at <http://www.bejsc-football.co.uk/documents>. In line with the regulations any and all of the consents you give below can be changed at any time simply by contacting us at office@bejsc.co.uk.

If consent is not granted then you will only receive information solely about the members age group

activity. BEJSC has adopted the Football Associations recommended guidelines on photography which can be viewed at <http://www.bejsc-football.co.uk/documents>

I want BEJSC to send me details of events, offers and opportunities yes no

I am happy to receive BEJSC club / section information by post, email, MMS, online or by phone yes no

I consent to the use of recorded images of me being used in club or section promotion yes no

I am happy for my achievements to be visible on the BEJSC website yes no