General Data Protection Regulation (GDPR) - SWWGL & WWL

We as a League (SWWGL & WWL) hold names, dates of birth, photographs, addresses, emails and phone numbers of coaches, club administrators, players (or parents of girl players) and referees. These are used as proof of player registration, for our club records and our referee directory. Data access is limited to those who need it for their roles on the League Committee so the Registration Secretaries, League Secretary and Chairman. Each Club Secretary also has access but is restricted to their own club data only. Our nominated Data Protection Officer is our League Safeguarding Officer.

How personal information is used by SWWGL & WWL

Personal information will be held by the SWWGL & WWL on it's secure, web-based Knack database and any public information on contact details is also available on our League website (<u>http://www.swwgl.co.uk/</u>).

How we use personal information

This privacy notice is to let you know how we look after your personal information. This includes what you tell us about yourself, how we do this and tells you about your privacy rights and how the law protects you.

Our Privacy Promise

We promise: To keep your data safe and private.

Not to sell your data.

Data Protection law will change on 25 May 2018

How the law protects you

As well as our Privacy Promise, your privacy is protected by law. Data Protection law says that we are allowed to use personal information only if we have a proper reason to do so. A legitimate interest is when we have a reason to use your information. But even then, it must not unfairly go against what is right and best for you.

Here is a list of all the ways that we may use your personal information, and which of the reasons we rely on to do so. This is also where we tell you what our legitimate interests are.

What we use your personal information for	Our reasons	Our legitimate interests
• To operate our League fairly in terms of all players and coaches being registered.	 Your consent. Our legitimate interests. 	• Keeping our records up to date in terms of Player and Coach Registration and Club Administration.
		• Being efficient in how we operate our League.

Groups of Personal Information

We use several different kinds of personal information, and group them together like this.

Type of personal information	Description
Personal	Details stored in documents in different formats like a passport, drivers licence, or birth certificate for proof of birth, signed registration form and photograph.
Contact	Where you live and how to contact you.
Consents	Any permissions or consents given by parents on signed registration form.

Identifier

A code given to you by the FAW to identify who you are.

Where we collect personal information from

We may collect personal information about you from these sources:

Data you give to us: When you apply to register in our League as a Player or Coach

Data from third parties we work with: FAW

Who we share your personal information with: FAW and SWFA

The information we use

These are some of the kinds of personal information that we use:

Name Date of birth Residential address Contact details such as email addresses and phone numbers

How long we keep your personal information

We will keep your personal information for as long as you are registered as a Player, Coach or Referee in the SWWGL or WWL. After you stop being a Player, Coach or Referee we may keep your data for up to 5 years for one of these reasons:

- To respond to any questions or complaints.
- To show that we treated you fairly.
- To maintain records according to rules that apply to us.

We may keep your data for longer than 5 years if we cannot delete it for legal, regulatory or technical reasons. We may also keep it for research or statistical purposes. If we do, we will make sure that your privacy is protected and only use it for those purposes.

How to get a copy of your personal information

You can access your personal information. Please contact us if you want to do this.

Letting us know if your personal information is incorrect

You have the right to question any information we have about you that you think is wrong or incomplete. If you do, we will take reasonable steps to check its accuracy and correct it.

What if you want us to stop using your personal information?

You have the right to object to our use of your personal information, or to ask us to delete, remove, or stop using your personal information if there is no need for us to keep it. This is known as the 'right to object' and 'right to erasure', or the 'right to be forgotten'. There may be legal or other official reasons why we need to keep or use your data. But please tell us if you think that we should not be using it.

We may sometimes be able to restrict the use of your data. This means that it can only be used for certain things, such as legal claims or to exercise legal rights. In this situation, we would not use or share your information in other ways while it is restricted. You can ask us to restrict the use of your personal information if:

It is not accurate.

It has been used unlawfully but you don't want us to delete it.

It not relevant any more, but you want us to keep it for use in legal claims.

You have already asked us to stop using your data but you are waiting for us to tell you if we are allowed to keep on using it.

If you want to object to how we use your data, or ask us to delete it or restrict how we use it or, please contact us. You also have the right to complain to the Information Commissioner's Office. Find out on their website how to <u>report</u> <u>a concern</u>.

Future formats for sharing data

The Data Privacy laws will change on 25 May 2018. From that date you will have the right to get your personal information from us in a format that can be easily reused. You can also ask us to pass on your personal information in this format to other organisations.