



## GENERAL DATA PROTECTION REGULATIONS (GDPR) STATEMENT OF OPERATION (SoO)

The GDPR legislation comes into force on 25<sup>th</sup> May 2018 and unlike the current Data Protection Act, GDPR encompasses all companies, organisations, clubs, associations and societies and the data (both electronic and paper) held about a living person and from that data a person can be uniquely identified.

It also places upon the organisation (generic term for all entities effected) a requirement that whoever the organisation shares that data with are also compliant.

Conformance to the principles and requirements of GDPR is legal obligation placed upon all organisations, therefore as the first step towards us becoming compliant I have detailed below (to the best of my knowledge) the scope of information we as a club hold, how it is held, the purpose for data held, maintaining data integrity, who we exchange data with.

### Scope of Data/Information Held.

- First & Last Name,
- Date of Birth,
- Home Address,
- Personal and/or business email address,
- Home and/or business and/or mobile telephone numbers,
- Sex.

### Where Data is Held/Medium

Format	Location	Security	Owner
MS-outlook	Treasurers Computer network.	Internally no protection. Externally access controlled by firewall and password logon.	Treasurer
MS-Excel Workbook (Memberslist.xls)	Treasurers Computer network. Club website as downloadable file	Password protected to allow opening. Password updated annually.	Treasurer
OfficeTalk	Treasurers Computer network.	Internally protected by secure login password. Externally access controlled by firewall and password logon.	Treasurer
1&1 email system. Generic email accounts:  • treasurer@ • secretary@	Cloud based, • passes data through to MS-Outlook (treasurer account) • remains in cloud for secretary	Password protection at cloud level for both	Treasurer  Secretary
Club website www.harpendenbadmintonclub.com	Internet based	None	Web Master

*Personal data (Name & mobile phone numbers) is held on individuals own mobile phone books. This is by definition outside of the remit of GDPR.*

# GDPR STATEMENT OF OPERATION

## Purpose Of Data Held

To enable the running of the club:

- contact being made by team captains (or others) to establish teams for club matches
- keep members informed of social & club events, club news, AGM notification, usually via email
- ensure that current members are covered by insurance
- registration requirements of Badminton England

## Data Integrity

All membership lists are updated at both the seasons end (end of May & September) plus whenever of new person joins or leaves. Correctness/currency of all data held is for the individual to inform the data owner(s) of any change.

## Information Exchange with external Organisations

Information is passed to Badminton England for registration purposes. This is a requirement of Herts county and SWHerts leagues that only registered persons play in matches under their control. Personal data (name address, contact details) of match secretary, club secretary is provided to Herts County league and SWHerts County league administrators.

Information of the Treasurer/Person responsible for hall hire bookings is passed to SLM (Everyone Active) for invoicing purposes.

Information of the Treasurer & one other (nominally the chairman) is passed to Barclays Bank for bank account management purposes.

## Data Protection Officer

As a Not for Profit organisation registration with the Information Commissioners Office is not a requirement of the legislation, thus the appointment of a Data Protection Officer is also not required. However, the club officers have a collective responsibility to ensure that the Club adheres to all of the GDPR principles.

## Statement of Operation Review

A review of data storage, use, distribution and policy should be conducted annually.

## SoO History

Date & Version	Headline	Detail
May 2018 – v1	Initial publication	