



# Data Protection & GDPR Policy

Committee Member Responsible: League Secretary

Approved By: BRL Management Committee

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# Data Protection & GDPR Policy

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## 1. Introduction

Bury Rounders League ("the League") is committed to protecting the privacy and security of personal data in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. This policy outlines how we collect, use, store, and protect personal data.

## 2. Scope

This policy applies to all personal data processed by the League, including that of players, team representatives, welfare officers, volunteers, officials, and any other individuals engaging with the League.

## 3. Data Protection Principles

The League follows the six principles of data protection:

1. **Lawfulness, fairness, and transparency** – Data is processed legally and fairly, and individuals are informed about how their data is used.
2. **Purpose limitation** – Data is collected for specified, explicit, and legitimate purposes and not used for unrelated purposes.
3. **Data minimisation** – Only relevant and necessary data is collected and retained.
4. **Accuracy** – Data is kept accurate and up to date.
5. **Storage limitation** – Data is retained only for as long as necessary for its intended purpose.
6. **Integrity and confidentiality** – Data is stored securely to prevent unauthorised access, loss, or damage.

## 4. Personal Data We Collect

The League may collect and process the following types of personal data:

- **Players & Team Representatives:** Names, contact details, emergency contacts, and team affiliations.
- **Welfare Officers & League Officials:** Names, contact details, and safeguarding training records.
- **Safeguarding Reports:** Confidential records of any safeguarding concerns.
- **Event & Match Data:** Attendance records, performance statistics, and disciplinary actions (if applicable).
- **Website & Social Media Users:** Names, images (where permission is given), and interactions with online platforms.

## 5. How We Use Personal Data

Personal data is used for the following purposes:

- **League Administration** – Managing teams, fixtures, registrations, and communications.
- **Safeguarding & Welfare** – Ensuring the safety of players and compliance with safeguarding policies.
- **Health & Safety** – Responding to medical emergencies or incidents.
- **Promotion & Marketing** – Sharing match results, news, and photos on the League's website and social media (with consent).
- **Legal & Regulatory Compliance** – Fulfilling safeguarding, DBS check requirements (where applicable), and responding to lawful requests.

## 6. Lawful Basis for Processing Data

The League processes personal data under the following lawful bases:

- **Consent** – When individuals give explicit permission (e.g., for marketing or photography).
- **Contractual necessity** – When data is required for participation in the League.
- **Legal obligation** – When required for safeguarding or compliance with regulations.
- **Legitimate interests** – When necessary for the League's operation, provided there is minimal impact on individual rights.

## 7. Data Sharing

Personal data is only shared when necessary and in compliance with UK GDPR. The League may share data with:

- **Welfare Officers & DSL** – For safeguarding purposes.
- **Emergency Services** – In case of medical emergencies.
- **National Governing Bodies & Local Authorities** – If required for regulatory or legal reasons.
- **Social Media & Website Visitors** – When promoting events (only with consent).

We do **not** sell or share personal data for marketing purposes.

## 8. Data Security

The League implements appropriate security measures to protect personal data from unauthorised access, loss, or misuse. These include:

- **Password protection** on digital records.
- **Limited access** to sensitive data (e.g., safeguarding reports).

- **Secure storage** of physical documents.
- **Regular data review** to ensure relevance and accuracy.

## 9. Data Retention

Personal data is retained only as long as necessary:

- **Registration & Contact Information** – Deleted within one year of leaving the League.
- **Safeguarding Records** – Retained for at least five years (or longer if legally required).
- **Financial Records** – Retained for six years for tax and audit purposes.

Data will be securely deleted or anonymised when no longer needed.

## 10. Individuals' Rights

Individuals have the following rights under UK GDPR:

- **Access** – Request a copy of their data.
- **Rectification** – Request corrections to inaccurate data.
- **Erasure** – Request deletion of their data (where applicable).
- **Restriction** – Request limited processing of their data.
- **Objection** – Object to data processing (e.g., for marketing).
- **Data Portability** – Request transfer of their data to another organisation.

To exercise these rights, individuals can contact the League at **League Secretary**. Requests will be processed within one month.

## 11. Data Breach Procedure

In the event of a data breach:

- The League will assess the risk and take immediate action to secure data.
- Affected individuals will be notified if their data is at risk.
- The Information Commissioner's Office (ICO) will be informed within 72 hours if required.

## 12. Contact & Complaints

For questions about this policy or data protection concerns, please contact: League Secretary.

If you are not satisfied with the League's response, you can report concerns to the ICO at [www.ico.org.uk](http://www.ico.org.uk).