

DATA PROTECTION POLICY

Purpose and Scope of the Policy

The purpose of this policy is to outline the principles of Data Protection and ensure all members of the British Flyball Association (BFA) are aware of their obligations in accordance with the Data Protection Act 2018 (DPA18).

This policy covers all members of the BFA, all BFA officials and any individual handling or processing data on behalf of the BFA or a BFA sanctioned activity.

The Data Protection Act

DPA18 is the UK legislation implemented as a result of the European General Data Protection Regulation (GDPR), which states that 'the protection of natural persons in relation to the processing of personal data is a fundamental right.' It confers rights and responsibilities on both individuals and organisations. Therefore, to protect the BFA and its membership, any individual handling or processing personal data should be aware of what personal data is, what processing means, and what their duties and responsibilities are so that they act in accordance with the law.

Personal Data means data which relates to a living individual who can be identified from that data. This includes any expression of opinion about the individual and any indication of the intentions of the data controller or any other person in respect of the individual.

Processing means collecting, storing, retrieving, holding, using structuring, filing and destroying personal data as well as the requirement to ensure correct processing of personal data.

The Data Protection Principles

DPA18 gives people the right to access their personal data, the right to require the rectification or destruction of inaccurate data and the right to have their data treated in accordance with the 6 Data Protection Principles:

Principle 1. Personal data must be fairly and lawfully processed. You must be transparent, clear and open about the reason for collecting personal data; it is unlawful to collect personal data without a legitimate reason. Be sure you know why you need it before you ask for it.

Principle 2. Personal data must be obtained for one or more specified and lawful purposes and must not be further processed in any manner incompatible with that original purpose. The data can only be used for the purpose it was collected; it cannot be used again for a different purpose.

Principle 3. Personal data must be adequate, relevant and not excessive. Request and hold only sufficient data to achieve the stated purpose. Don't ask for personal data you don't need.

Principle 4. Personal data must be accurate and, where necessary, kept up to date. You should not knowingly hold or process inaccurate data.

Principle 5. Personal data must be kept no longer than necessary. Data should only be retained for as long as it is required. If you don't need it anymore, delete it.

Principle 6. Personal data is to be protected by appropriate technical and organisational measures against unauthorised or unlawful processing and against accidental loss or damage. You must take reasonable steps to ensure the data collected is secure and not accessible by someone isn't authorised to use it.

Any members or officials processing data on behalf of the BFA are to act in accordance with DPA18 and the principles of data protection. In the context of the BFA, personal data may relate to membership details, personal details required for tournament entries, contact details (including those held by Club Captains for the club members). The DPA specifically relates only to people

and does not relate to information about dogs. The DPA also applies to personal data processed on social media applications – see Appendix 5 Social Media Policy.

What to do if you think the BFA holds inaccurate or out of date personal data. You should contact the holder of that data in the first instance. State what you think they hold and why it is inaccurate or out of date and what your request is (correction or deletion). If you consider that your request has not been adequately dealt with, please contact the BFA Data Protection Advisor (details on the BFA website). Please note that photographic proof of identification (e.g copy of passport/photo driving licence) will be required.

How to access your personal data held by the BFA. All requests for copies of personal data held as a record by the BFA should be sent in writing to the BFA Data Protection Advisor. Requests should detail precisely what information you require and where you think it is held. You will be required to provide photographic proof of identification. There is an administration charge of £10 for each request.

Where to get further advice on the Data Protection matters. Search data protection on the government website www.gov.uk. Alternatively, contact the BFA Data Protection Advisor (details on the BFA website).