
Data Protection Policy

1. Introduction

This policy applies to the Boccia International Sports Federation Ltd (known as BISFed in this policy) and all employees, athletes and volunteers working on behalf of BISFed. The policy has been approved by the Board of BISFed, who will review it for its currency and applicability every three years. It is maintained on behalf of the Board by the Treasurer, who serves as the organisation's Data Protection Officer.

The purpose of this policy is to enable BISFed to:

- Comply with the Data Protection Act 1998, the forthcoming General Data Protection Regulation (GDPR) (in force 25 May 2018) and any associated legislation in respect of the data it holds about individuals;
- Follow good practice;
- Protect BISFed's supporters, staff and other individuals
- Protect BISFed from the consequences of a breach of its responsibilities.

2. What is personal information?

This policy applies to all information collected and held by BISFed relating to identifiable individuals. Data protection law regulates information about identified or identifiable individuals known as personal information. It is a concept broadly interpreted by regulators and the courts so that even if in some instances we don't know a person's name we still have to treat information about them as personal information.

3. Principles

Compliance with data protection law means we have to comply with certain principles. We set these out below.

BISFed undertakes that:

- We will be transparent with individuals when we collect and use their personal information. This means that we will provide individuals with a privacy notice informing them of why we are collecting their personal information
- Data will be processed fairly and lawfully – lawfulness in this regard means being able to rely on at least one of the conditions set out below:
 - With the consent of the individual
 - If it is necessary for a contract involving the individual
 - To meet a legal obligation
 - To protect the individual's 'vital interests'
 - In connection with Government or other public functions
 - In BISFed's 'legitimate interests', provided the individual's interests are not infringed'Fairly' means that the use of the individual's personal information must be within their expectations and such use must be fair to them.
- Data will be processed for one or more specified and lawful purposes, and not further processed in any way that is incompatible with the original purpose
- Data we hold will be adequate, relevant and not excessive
- The data we hold will be accurate and, where necessary, kept up to date
- We will hold data for no longer than is necessary for the purpose for which it is being used
- Data will be processed in line with the rights of individuals
- Data will be kept secure with appropriate technical and organisational measures taken to protect the personal information

4. Approach to compliance

In respect of personal information BISFed will:

- Comply with both relevant law and good practice
- Respect the rights of individuals
- Be open and honest with individuals whose personal information is held
- Insofar as is practical, provide training and support for staff and volunteers who handle personal information, so that they can act confidently and consistently

BISFed recognises that its first priority under data protection rules is to use personal information in a way that avoids causing harm to individuals. In the main this means:

- Keeping personal information securely in the right hands, and
- Holding good quality personal information.

Secondly, data protection rules aim to ensure that the legitimate concerns of individuals about the ways in which their personal information may be used are taken into account. In addition to being open and transparent.

5. Risks

BISFed has identified the following potential key risks, which this policy is designed to address:

- Breach of confidentiality (e.g. personal information being given out inappropriately)
- Breach of security by allowing unauthorised access
- Failure to establish efficient systems of managing changes in volunteer personnel, leading to personal information being out of date
- Harm to individuals if personal information is not up to date
- Insufficient clarity about the way sessional workers' or volunteers' personal information is being used, e.g., given out to general public.
- Failure to offer choices about use of contact details for staff, volunteers, sessional workers or branch officers
- Data processor (i.e. service provider) contracts

6. Roles and Responsibilities

Overall responsibility for ensuring compliance with this policy and with the legal requirements of data protection lies with the BISFed Board. The Board has delegated operational management of the policy to the BISFed Company Secretary, who has responsibility for:

- Briefing the Board on its data protection responsibilities
- Reviewing data protection and related policies
- Advising other staff on data protection issues
- Approving unusual or controversial disclosures of personal information
- Approving contracts with data processors/ service providers

Employees and volunteers will accept responsibility for compliance with these policies and procedures within the area which they manage. Significant breaches of these policies and procedures will be considered a disciplinary matter, to be handled in accordance with BISFed's Code of Ethics.

7. Security

This section of the policy only addresses security issues relating to personal information.

BISFed has identified the following risks:

- Personal information passing between BISFed and other organisations (for example Local Organising Committees or the International Paralympic Committee) could go astray or be misdirected;
- Staff or volunteers with access to personal information could misuse it;
- Sessional workers or, more likely, volunteers could continue to be sent information after they have stopped working for BISFed, if their records are not updated promptly;
- Poor web site security might give a means of access to personal information about individuals once individual details are made accessible on line;

These risks will be managed by:

- Informing employees and volunteers of this policy so that they understand its provisions, and their responsibilities within it
- Treating all significant breaches of this policy as a disciplinary matter, to be handled in accordance with BISFed's disciplinary procedures
- Maintaining up-to-date records of members and voluntary workers
- Ensuring that all desk computers, laptops and internal networks are password-protected, and that passwords are not divulged to any unauthorised person. Wherever possible, data will be held securely 'in the cloud' and not on desk computers, laptops and telephone devices
- Not disclosing personal information especially over the telephone unless we can be sure that the recipient has an authorised and legitimate right to the data;
- Backing up data on a daily basis, and ensuring that back-up files are stored in a secure location.

8. Data recording and storage

BISFed will regularly review its procedures for ensuring that its records remain accurate and consistent and, in particular:

- ICT systems will be designed, where possible, to encourage and facilitate the entry of accurate personal information;
- Personal information on any individual will be held in as few places as necessary and normally as a single instance, and all staff and volunteers will be discouraged from establishing unnecessary additional data sets;

BISFed will establish retention periods for at least the following categories of data and this shall be set out in our Data Retention Policy and Schedule:

- Employees
- Volunteers
- Athletes

9. Rights of Individuals

Under data protection rules, individuals have rights to control how their personal information is used. This includes the right to access personal information, right to rectification, right to erasure, right to restriction of processing, right to data portability, right to object and right not to be subject to a decision based on automated processing in certain circumstances. In some instances, BISFed does not have to comply with the right asserted by the individual because, for instance, BISFed is required to retain personal information due to a legal obligation.

If we receive a request from an individual relating to our use of their personal information, such requests must be directed to and handled by the BISFed Treasurer. All employees and volunteers are required to pass on anything which might be a subject access request to the Company Secretary without delay.

Where the individual making a request is not personally known to the Company Secretary and we have reasonable doubts concerning their identity, BISFed will verify their identity before handing over any personal information.

We will provide a response to a request within one month of receipt of the written request from the individual and we may extend the time period by two further months where necessary due to the complexity and number of requests. Personal information which is legitimately requested will be provided in permanent form.

Any subsequent request which is made to correct personal information in the event that it is faulty, will be addressed as soon as is practicable.

10. Transparency

BISFed is committed to ensuring as far as is reasonable and practicable that in principle individuals are aware that their personal information is being processed and:

- For what purpose it is being processed;
- What types of disclosure are likely; and
- How to exercise their rights in relation to their personal information.

Individuals will generally be informed by placing clear statements on the BISFed website (www.bisfed.com)

Whenever personal information is collected, the number of mandatory fields will be kept to a minimum and individuals will be informed which fields are mandatory and why.

11. Consent

Consent is one of the conditions that can be relied upon in order for use of personal information to be lawful. In the majority of circumstances, we should not need to obtain consent from individuals in order to rely upon it as a condition for processing – in other words, we should be able to rely on another condition. Consent is a high standard under data protection law. To be valid, consent must be unambiguous, specific, informed and freely given. To be freely given, we must be able to demonstrate that individuals were not coerced to consent and they were free not to provide their consent or, if provided, are free to revoke their consent at any time.

Consent will normally not be sought for most processing of personal information about **employees** and **sessional workers**, with the following exceptions:

- Employee details will only be disclosed for purposes unrelated to their work for BISFed (e.g., financial references) with their consent;
- Sessional workers, or other staff working from home, will be given the choice over which contact details are to be made public.

Information about **volunteers** will only be made public where there is a legitimate public interest in their role

Certain personal information is classified as sensitive personal information. This 'Sensitive' personal information (including health information) will be held only with the knowledge and consent of the individual.

For all of the above, any consent which is provided may be withdrawn, so long as this is done in writing – but not retrospectively, as there may be occasions when BISFed has no choice but to retain data for a certain length of time, even though consent for using it has been withdrawn.

12. Marketing

The law considers communications to be marketing in a very broad sense. In other words, most of the communications we send to our Members and supporters (e.g. through news on our website) will be considered marketing.

BISFed will treat the following unsolicited direct communications with individuals as marketing:

- Promoting any BISFed services or products; and
- Promoting sanctioned Competitions.

Whenever personal information is first collected which might be used for any marketing purpose, this purpose must be made clear to the individual, and we must collect consent for the use of their personal information for marketing purposes unless the law allows us to rely on opting out. For e-marketing we will obtain prior consent from individuals but must ensure that the consent is freely given, specific and informed and provided by a clear affirmative action e.g. ticking a box which is not pre-ticked. Individuals always have the right to opt-out of marketing.

13. Confidentiality

BISFed employees and volunteers will often have access to confidential information which may include, for example:

- Personal information about individuals who are supporters or otherwise involved in the activities organised by BISFed
- Information about the internal business of BISFed
- Personal information about colleagues working for BISFed

BISFed is committed to keeping this personal information confidential in order to protect individuals and BISFed itself. 'Confidential' means that all access to personal information must be on a need-to-know and properly authorised basis. Employees and volunteers must use only the personal information they have been authorised to use, and for purposes that have been authorised. They should also be aware that under data protection rules, unauthorised access to data about individuals can be a criminal offence.

Employees and volunteers must assume that personal information is confidential unless they know that it is intended by BISFed to be made public. Disclosing personal information to a third party such as a mailing house, or *vice versa* does not count as making it public, but BISFed will put in place a contract or receive other reassurances (as required by law) from the third party that the personal information will be adequately protected.

BISFed will ensure that disclosures to third parties of personal information are to third parties who have a legitimate right to receive the personal information e.g. the International Paralympic Committee.

If in doubt about whether to disclose personal information or not, employees and volunteers should withhold the personal information while they check with an appropriate person whether the disclosure is appropriate.

These confidentiality obligations continue to apply indefinitely to employees and volunteers after they have stopped working for BISFed.