

GDPR IS COMING - ARE YOU AWARE WHAT THIS MEANS TO YOU AND YOUR CLUB?

On the 25th May 2018, the new General Data Protection Regulation (GDPR) will come into force across the UK. This enhances and changes commitments to handling personal data set out in the Data Protection Act (1998), strengthening and unifying data protection for all individuals.

The British Judo Association have taken the headache away and prepared a GDPR toolkit for you and your club.

What is most important is that you have someone's consent for contacting them. You should only ever contact your members with information that is relevant to them, and you should not share their information with third parties.

It is important that any information they provide is kept in a secure place at all times, and that they can update or request that this data is deleted, easily and at any time.

You may here some technical jargon surrounding 'data subjects' and 'data controllers' here is an example of this terminology might be explained:

Let's say that Mary is a contact/club member of yours and an EU citizen. She's called the "data subject," and your club (let's call you, 'The Judo Hall'.) is called the "controller" of that data.

If you use an email system or website to send notices to your members such as 'Mailchimp' then, Mailchimp is the 'data processor'.

With the introduction of the GDPR, data subjects like Mary are given an enhanced set of rights, and controllers and processors like 'The Judo Hall' and 'Mailchimp', respectively, an enhanced set of regulations.

The six key principles to GDPR are as follows:

1. You must process personal data fairly and lawfully. This means you need to have a legal reason to use Mary's data. That reason could be consent (she opted in) with notice. You need to be able to track that reason for a given contact (keep a record of that consent).
2. You must use data for the correct purpose (as stated when the information is provided). Which means she should have been told what she is 'opting into', she needs to opt in herself (be supplying a consent form) and her consent needs to cover the various ways you will process and use Mary's data.
3. Data should be adequate, relevant and not excessive for purposes. For example, the data collected regarding 'Mary' should be the right type and amount (e.g. name, contact information and license details) for what is needed by 'The Judo Hall'.
4. Data should be kept accurate and up to date.
5. Data should only be kept for the time necessary – no longer.
6. Any data should be secure and in a system that permits the easy identification of the data subject – such as an electronic database, or file, stored in a single location.

Full information and support from the BJA on this topic can be found here: britishjudo.org.uk