

General Data Protection Regulation - GDPR

What we need to do as an Association:-

- Agree a Data Protection and Privacy Policy and shortened form which would be used on documents requesting information from members.
- Post to Policy website
- We need to ensure that all volunteers (including parent helpers) are aware of the Policy and in particular, if volunteers are provided with any personal data in conjunction with SCOA activities, for example, a medical form, this must be destroyed immediately after the activity has been completed
- Review the Policy every three years or more often if required or deemed necessary

We need to understand

- What information we collect
- How we collect it
- Where is it stored
- Is it stored securely
- Why do we need it
- Is it accurate
- Is the collection of data transparent

Consent must be obtained to use or process personal data. It also means that requests for consent must be obvious and cannot be hidden within lengthy terms and conditions and inactivity will no longer constitute consent.

We need to be mindful of who are 'controllers' and who are 'processors'?

Controllers are the main decision-makers – they exercise overall control over the purposes and means of the processing of personal data – The SCOA Committee

Processors act on behalf of, and only on the instructions of, the relevant controller – For example, a coach

Further information is available on the [Information Commissioner's Office website](#)

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