**OSWESTRY SPORTS FORUM**

**PRIVACY POLICY – May 2018**

**Who we are**

Oswestry & District Sports Council (known as Oswestry Sports Forum) is an amateur club run by volunteers. The club has a constitution and day to day club affairs are run by an elected Policy Committee. Oswestry Sports Forum distributes small grants. The allocation of grants is decided by an elected Grants Committee.

**What information we will collect**

1. Members

Membership of Oswestry Sports Forum is open to representatives of sports clubs located in the area of benefit. The area of benefit is the town of Oswestry and all that lies within a 10 mile radius of Oswestry. In becoming a member club, Oswestry Sports Forum will collect certain information (data) about the club representative which will include your name, email, phone number, postal address.

2. Grant Applicants

Oswestry Sports Forum will collect personal data from anyone applying for an Oswestry Sports Forum Grant either as an individual or on behalf of a club. This may include your name, address, email and phone number, date of birth (for individuals under 21), the name and address of your club.

3. Nominees for a Sports Award

Oswestry Sports Forum will collect personal data from anyone nominated for an Oswestry Sports Award. This may include your name, address, email and phone number, age/date of birth and the name and address of your club.

4. Nominators for Sports Awards

Oswestry Sports Forum will collect the name and telephone number (or some form of contact details) for those who nominate someone for an Award.

5. Email Distribution List of local sports club representatives

Oswestry Sports Forum will keep the name and email address (and possibly phone number) of a wide range of representatives of local sports clubs, who are on the email distribution list of the OSF Secretary.

6. Good to Great! Network members

Oswestry Sports Forum will collect personal data from anyone nominated to be a member of the Good to Great! Network, plus personal data of their parents. This may include your name, age and the name of your club plus your parents’ name(s) and email address plus the name of your nominator / club contact person.

**Who will have access to it**

1. Members

The Oswestry Sports Forum Treasurer and Secretary and some committee members will have access to your data.

2. Grant Applicants

The Oswestry Sports Forum Secretary will have access to your data. If your grant application is successful, a member of the Grants Committee will be allocated as your Grant Mentor and they also will have access to your data. The Oswestry Sports Forum Treasurer will also have access to your data. Prior to 25 May 2018, all members of the Grants Committee had access to your personal data.

In addition, a historical record will be kept of grant applications, showing name of grant recipient (club or individual), purpose of grant, amount awarded and date awarded. This list may be shown to the public.

3. Nominees for a Sports Award

The Oswestry Sports Forum Secretary will have access to your personal data. Prior to 25 May 2018, all members of the Grants and Policy Committees had access to your personal data.

4. Nominators for Sports Awards

Oswestry Sports Forum Grants and Policy Committee members will have access to your data (name and contact number/email).

5. Email Distribution List of local sports club representatives

The Oswestry Sports Forum Secretary will have access to your data.

6. Good to Great! Network members

The Good to Great! Network manager plus the Oswestry Sports Forum Secretary will have access to your data.

**What we will do with it**

1. Members

Your data may be used by Oswestry Sports Forum Treasurer and Secretary to invite you to send a representative to the AGM and any EGM’s, to remind you when annual subscriptions are due and process membership and to share information with you about Oswestry Sports Forum activities and local sports opportunities.

In the event that you are involved in a medical emergency during an Oswestry Sports Forum event, Oswestry Sports Forum may share your data with the emergency services if you are not able to do this yourself.

Anonymised data may be shared with funding partners or organisations as a condition of grant funding or analysed to monitor club trends.

2. Grant Applicants

Your data will be used to administer the grant application process, to inform you about the Grants Meeting and the result of your application.

A historical record will be kept of grant applications, showing name of grant recipient (club or individual), purpose of grant, amount awarded and date awarded. This list may be shown to the public.

In the event that you are involved in a medical emergency during an Oswestry Sports Forum event, the club may share your data with the emergency services if you are not able to do this yourself.

3. Nominees for a Sports Award

Your data will be used to administer the Sports Awards selection and presentation. Your name and photograph may be given to the press for publishing online, in the local newspaper and possibly mentioned on BBC Radio Shropshire. Your name and possibly photograph will be displayed on the Oswestry Sports Forum website (www.oswestrysportsforum.org.uk). If you win the Award, your name will also be engraved on the perennial trophy.

In addition, a historical record will be kept of Awards Winners, showing name of award winner (team or individual), Award that they won and date awarded. This list may be shown to the public.

In the event that you are involved in a medical emergency during an Oswestry Sports Forum event, the club may share your data with the emergency services if you are not able to do this yourself.

4. Nominators for Sports Awards

Your name and contact details will be used to inform you about the presentation of Awards.

5. Email Distribution List of local sports club representatives

The Oswestry Sports Forum Secretary will inform you of local sporting opportunities, training courses, deadlines for grants applications and award nominations and other information which they think may be of interest to you. They may also seek your response concerning local sporting issues, activities and opportunities.

6. Good to Great! Network Members

Your data will be used to administer the Good to Great! network, to inform you about network meetings and to contact you about Good to Great! Network business and opportunities.

**How long and where we will keep it**

1. Members

Information about you is not collected afresh each year when you renew your membership. Past years’ membership details will therefore be retained for a maximum of three years after termination of membership. This data will be held by the Oswestry Sports Forum Secretary and the Treasurer as an electronic spreadsheet stored on a pc, one drive or USB data stick and then deleted or in the case of any paper copies, destroyed. (See also **third parties** below.)

2. Grant Applicants

The personal data (front sheet) of your grant application form will be held electronically by the Oswestry Sports Forum Secretary on their pc, one drive or USB stick and/or as a paper copy in their home filing system. The data will be deleted/destroyed within five years of the Oswestry Sports Forum Secretary receiving your completed Grant Report Form.

3. Nominees for a Sports Award

The personal data (front sheet) of your Award Nomination form will be held by the Oswestry Sports Forum Secretary electronically on their pc, one drive or USB stick and/or as a paper copy in their home filing system. The data will be deleted/destroyed within five years of the Awards being presented

4. Nominators for Sports Awards

Your data on the Award Nomination form will be held by the Oswestry Sports Forum Secretary electronically on their pc, one drive or USB stick and/or as a paper copy in their home filing system. The data will be deleted/destroyed within five years of the Awards being presented

5. Email Distribution List of local sports club representatives

Your data will be held by the Oswestry Sports Forum Secretary electronically on their password-protected pc until you ask to be removed from the distribution list.

6. Good to Great! Network Members

Your data will be held by the Oswestry Sports Forum Secretary electronically on their password-protected pc in their home. The data may also be held by the Good to Great! network manager on their pc. We will keep the data for as long as you are a member and for up to 18 months after relinquishing your membership.

**Third parties**

Oswestry Sports Forum will not give your data to third parties without your consent except to publicise successful Grant awards, Award winners and nominees, as described in the “What we will do with it” section above.

**Your rights**

You have the following rights under data protection legislation:

1. To access a copy of the information held in your personal data. Requests for copies of personal data must be made in writing to the Secretary and they must respond within one calendar month and keep a log of any requests and how and when they respond.

2. To object to processing of your personal data that is likely to cause, or is causing damage or distress.

3. To prevent processing for direct marketing.

4. To object to decisions being taken by automated means.

5. In certain circumstances, to have inaccurate personal data rectified, blocked, erased or destroyed.

6. To claim compensation for damage caused by a breach of data protection legislation.

**Complaints**

If you have any concerns or complaints in relation to how Oswestry Sports Forum collects and/or processes your personal data, you should contactthe Oswestry Sports Forum Secretary in the first instance. If you are not satisfied with how your concern/complaint is dealt with by the club, you have the right to report your concern/complaint to the Information Commissioners Office ([www.ico.org.uk](http://www.ico.org.uk)).

**Breaches**

Anyone who suspects a data breach in relation to data collected and stored by Oswestry Sports Forum will report it to the Oswestry Sports Forum Secretary as soon as they become aware of it. Oswestry Sports Forum will then investigate and report any breaches in data privacy to the ICO within 72 hours of becoming aware of the breach.

Example of data breach ….

* Unencrypted membership data stored on your lap top or pen drive/data stick or in your bag which gets stolen – the data is then at risk and a breach must be reported.

**Our legal basis for collecting and processing personal data**

Oswestry Sports Forum’s lawful basis for collecting/processing personal data is that of consent.

**Responsibilities of individuals with access to data collected by Oswestry Sports Forum**

1. Only use members’ data for the purposes described in the **What we will do with it** section.

2. If data is required for purposes other than described in the **What we will do with it** section you must ask people and obtain their consent for what you need to do before you use their details.

3. Delete or destroy any spreadsheets or similar, of data downloaded or printed out as soon as you have finished using them.

4. Do not keep any personal data for longer than described in the **How long and where we will keep it** section.

5. Be organised about where you store Oswestry Sports Forum data on your computer or paper files so you know what you have and where it is. If you don’t actually need to keep data, delete or destroy it.

6. If you suspect a data breach, eg. lost/hacked laptop or lost paper file, you must report it to the Secretary so that it can be investigated and reported to the ICO. There can be big fines if we are found not to have complied with the regulations.

This policy was adopted at the Annual General Meeting on 11 May 2018