



GDPR (General Data Protection Regulation)

As you may be aware new data protection regulations came into force in May 2018. Each organisation which holds personal data must seek permission from all those involved and details must be held appropriately and confidentially. Therefore BISSA has issued the following GDPR (General Data Protection Regulation) policy.

BISSA PRIVACY POLICY

1. Personal data

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the 'GDPR').

2. Data Controller

The BISSA committee is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The BISSA committee complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use personal data for the following purposes: -

- To keep our membership records
- To maintain our financial accounts and records
- To provide news and information about events and activities
- To fundraise and promote the interests of BISSA

4. What is the legal basis for processing your personal data?

- Processing is carried out by a not-for-profit body: -
- The processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
- There is no disclosure to a third party without consent;

5. Sharing personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the committee when necessary in order to carry out a service to other BISSA members or for purposes connected with BISSA. We will only share your data with third parties with your consent.

6. How long do we keep data?

We retain data on the following basis:

Record Type	Retention Period	Retained by whom
Membership rolls	Indefinitely	Chair, secretary, treasurer, website manager
Members contact details	24 months after the last contact	Chair, secretary, treasurer
Financial details	24 months after last contact	Treasurer only
Personal data relating to events for which additional information is gathered e.g. BISSA events	Disposed of immediately after the event unless anything has occurred (e.g. an accident) which indicates that records should be retained for a longer period	Specific committee member leading the organisation of the event
Photographs and videos of events	24 months after the event – selected items retained for historical records	Committee members
Minutes from meetings	Indefinitely	Secretary

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of the personal data which BISSA holds about you
- The right to request that the BISSA corrects any personal data if it is found to be inaccurate or out of date
- The right to request your personal data is erased where it is no longer necessary for the BISSA to retain such data
- The right to withdraw your consent to the processing at any time
- The right to lodge a complaint

8. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact;

BISSA Chairman
c/o Batley Bulldogs
Fox's Biscuit Stadium
Heritage Way
Batley
WF17 7NZ