

## UK General Data Protection Regulation (UK GDPR) P&P for Scottish Student Sport Volunteers

### I. Awareness

#### *What is UK GDPR?*

UK GDPR, or UK General Data Protection Regulation, is a new piece of legislation, tailored by the Data Protection Act 2018, replacing the 1995 Data Protection Directive. UK GDPR aims to give control to citizens of the UK over their personal data and therefore regulates the processing of personal data by businesses and organisations across the UK. This means that businesses will no longer be able to store personal information, unless there is a legal basis for them doing so, without carefully explaining to the individual, via the means of a Privacy Notice, that they are keeping their details on file. Furthermore, organisations will no longer be able to mass mail groups of individuals, unless each individual has provided active consent by opting in to receive such communications.

#### *What this means for you as a Scottish Student Sport volunteer*

As part of the Scottish Student Sport family of volunteers, you will of course come into contact with personal data. How we handle this data is what UK GDPR is concerned with. The question we must ask ourselves, when we come into contact with any form of personal data is *'Do I have a legal basis to hold this data?'*

As part of your volunteer duties, if you come into contact with personal information but **have no reason to need to keep this**, then please send this securely onto the Scottish Student Sport office FAO the Business Manager. The office will then deal with this as per their UK GDPR P&P.

Conversely, if you come into contact with personal information and **need this to carry out your normal volunteer duties**, for example you are a Sports Chair and need to enter athletes into an event or you work with our National Squads and need to keep athlete data for their safety on a trip, then please proceed as follows:

- Send a short email to the persons whose data you hold explaining that you are required to keep their personal information so as to effectively carry out your volunteer duties. Please remember to state the reason for you holding this data and how long you will keep the information. Here is an example you may wish to use.

*Dear XXX*

*I hope this email finds you well.*

*As part of my duties as a Scottish Student Sport volunteer, I am required to keep your personal information so as to (\*\*input reason- enter you into an event; effectively manage the National Squad etc....). Further, I may be required to pass this information on to a third party to make accommodation or travel bookings, but will of course only pass on the necessary information for this specific purpose.*

*I shall keep this data for (\*\*input duration- academic year during which the National Squad programmes runs; the amount of time required to enter you into an event etc....).*

*Please find attached a copy of the Scottish Student Sport Privacy Notice which explains your rights, including the right to access your personal information, to have your information corrected, added to or deleted, or the right to restrict the processing of your personal data.*

*If you have any queries with relation to the above, or are uncomfortable with us holding your personal information, then do not hesitate to get in touch.*

*With best wishes,*

XXX

- Attach the Privacy Notice to your email- this will be provided to you by the Scottish Student Sport office and is also available on the Scottish Student Sport website.
- Should you receive any email responses from individuals unwilling to have their personal data held, please get in touch with the Scottish Student Sport office, who will deal with this request.
- Store the personal data wisely- ensure you have a secure internet connection and adequate anti-virus and firewall software.
- Do not pass the personal information onto anyone else. Should a third party request a copy of the information, please contact the Scottish Student Sport office, who will deal with this request.

## II. Data Protection Officer

The UK GDPR Champion at Scottish Student Sport is the Business Manager. The second responder to UK GDPR queries is the Chief Operating Officer. If you get any UK GDPR queries, please direct them to the Scottish Student Sport office FAO Julia, then Stew.

As our organisation is based in the UK and our work is carried out in the UK, our lead data protection supervisory authority is the Information Commissioner's Office or ICO. N.B. we do occasionally send National Squad teams to play in the Republic of Ireland, however this happens rarely so our supervisory authority will remain that of the UK.

## III. Subject Access Request P&P

Should you receive a request be received by an individual to access their personal information, please forward this onto the Scottish Student Sport office who will collate all information from all sources then email them across to the individual in question, within 7 working days of the request being received by Scottish Student Sport.

## IV. Deleting Personal Information P&P

Should you receive a request by an individual to have their information deleted, please forward this onto the Scottish Student Sport office who will access all records relating to the individual then ensure they are deleted from all sources, within 7 working days of the request being received by Scottish Student Sport.

#### V. Detecting, reporting and investigating a personal data breach P&P

Should you recognise a breach in personal data, please inform the Scottish Student Sport office immediately, directing the enquiry to the Business Manager in the first instance and secondly the Chief Operating Officer.

In summary, please be sensible and mindful when handling any personal data, and should you come across anything untoward, please contact the Scottish Student Sport office.