

## SOFTBALL ULSTER Privacy Policy

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### Who are we?

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We are Softball Ulster, the organising body for the sport of softball in the region of Ulster on the island of Ireland. Softball Ulster is closely associated with Softball Ireland, the organising body for the sport of softball on the island of Ireland.

### What personal data does Softball Ulster collect?

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The data that we routinely collect included members' names, dates of birth, team affiliation and email addresses. We collect this data from your club at the start of every season.

For some of our members we may have additional information such as phone numbers, committee memberships or umpire training received. We will also keep information relating to disciplinary matters and penalties incurred.

We collect the scores from games you play, which are displayed on our results pages on the Softball Ulster website ([www.softballulster.com](http://www.softballulster.com)) and social media pages.

### What is this personal data used for?

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We use members' data for the administration of your membership, the communication of information, the identification of minors, and the provision of insurance (through Softball Ireland).

### Who do we share your data with?

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Your membership data is passed on to Softball Ireland, of which you become a member when you are registered with Softball Ulster. Your name and club affiliation will also be shared with league umpires for safety and insurance purposes. The scores from your games will be publicised on the Softball Ulster website ([www.softballulster.com](http://www.softballulster.com)) and social media pages.

Should your club become involved with an insurance claim, your membership data may be shared with Softball Ireland's insurance company. This is currently IPB Insurance CLG.

We do not pass on your personal data to any organisations other than those indicated above.

### **Where does this data come from?**

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Data for most of our members will come from their club at the beginning of each season or when they update the information they hold on you with us.

Scoring data comes directly from the results of the games in which your club play.

### **How is your data stored?**

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Membership data held by Softball Ulster is held electronically and encrypted, with password protection, on a Microsoft Excel spreadsheet. The Softball Ulster Secretary ([secretary@softballulster.com](mailto:secretary@softballulster.com)) and Softball Ulster Treasurer ([treasurer@softballulster.com](mailto:treasurer@softballulster.com)) routinely hold this data on their personal computers. No hard copies of this data are routinely produced or held by Softball Ulster.

When this data is shared, the encrypted spreadsheet is sent via electronic mail and the password sent by text or phone call.

### **Who is responsible for compliance with the relevant laws and regulations?**

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Under the General Data Protection Regulation (GDPR) we do not have a statutory requirement to appoint a Data Protection Officer. The Softball Ulster Council takes a collective responsibility for Data Protection.

### **Who has access to your data?**

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Members of the Softball Ulster Council and the Softball Ireland Board have access to members' data in order for them to carry out the administration of the league and competitions.

Softball Ulster umpires will be given access to data in order to administer the games they are officiating.

Sub-committees of Softball Ulster may be given access to data for specific tasks, such as communicating information. They are not free to use it for any other purpose.

### **What is the legal basis for collecting this data?**

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Softball Ulster collects personal data that is necessary for the purposes of its **legitimate interests** as a membership organisation and participant in an internationally recognised and regulated, competitive sport.

For some data, such as that relating to financial matters, the basis for its collection and retention is to comply with our legal obligations.

### **How can you check what data we have about you?**

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If you want to see the basic membership data we hold about you, you should contact the Softball Ulster Secretary ([secretary@softballulster.com](mailto:secretary@softballulster.com)).

You can contact us with a **Subject Access Request** if you want to ask us to provide you with any other information we hold about you. Please be specific in your request, as this will help us identify the relevant information and pass this on to you as quickly as possible. We are required to provide this to you within one month.

### **Does Softball Ulster collect any “special” data?**

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The GDPR refers to sensitive personal data as “special categories of personal data”. Softball Ulster has interpreted this to include data such as sexuality, religion, disability etc.

We currently do not collect any such special data.

### **How can you ask for data to be removed, limited or corrected?**

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If you wish for your data to be removed, limited or corrected you can contact the Softball Ulster Secretary ([secretary@softballulster.com](mailto:secretary@softballulster.com)) stating your request.

You may choose not to receive information emails from Softball Ulster or Softball Ireland. We do not send any emails on behalf of other organisations. Emails from Softball Ulster will be sent using Bcc to protect your email address from other registered members.

### **How long do we keep your data for, and why?**

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Softball Ulster normally keeps members’ data for a maximum of two years after they resign or their membership lapses. This is in case they later wish to re-register, or

we need to contact them for insurance purposes. However, we will delete any former member's contact details entirely on request.

Records of league awards are required for archiving purposes and names cannot be removed from them.

Other data, such as that relating to accounting or disciplinary matters, is kept for the legally required period.

### **What happens if a member dies?**

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Softball Ulster will normally keep members' information after they die. A next-of-kin may make a request to delete this information by emailing the Softball Ulster Secretary ([secretary@softballulster.com](mailto:secretary@softballulster.com)). This will follow the same basis as when a former member requests to have data removed.

### **What data breach procedures do we have in place?**

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If a breach occurs all Softball Ulster members will be contacted immediately via email. All attempts will be made to retrieve or destroy this data.