



# Softball Ulster

## Privacy Policy (2021)

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## Document Details

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1.0	13/4/2021	Andrew Craven – Softball Ulster Chairperson
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## Glossary of Terms and Abbreviations

Below is a list of terms and abbreviations used throughout this document:

Term	Description	Abbreviation
Softball Ulster	Regional Council for the sport of softball in the province of Ulster	SU
Softball Ireland	National Governing Body for the sport of softball on the island of Ireland	SI
Club	Single and multi-team playing organisations	-
Team	Any team registered in any Softball Ulster league or competition	
League	Any softball league played in the Ulster region and overseen by Softball Ulster	-
Tournament	All official Softball Ulster one- or two-day competitions	-
Game	Any game of softball played in any Softball Ulster league, championship or tournament.	-
Player	Any registered member of Softball Ulster or Softball Ireland who participates in all or part of a league, championship or tournament.	-
Member	Any registered member of Softball Ulster or Softball Ireland.	-
Umpire	Any person officiating a game under the regulation of Softball Ulster or Softball Ireland	Ump
Regions	Refers to the regional associations on the island of Ireland (SL / SU / GS)	-
Under 18	Any player under the age of 18 years	U18
General Data Protection Regulations	Data protection laws within Ireland and the EU	GDPR
Data Protection Act (2018)	Data protection laws within the UK	DPA

## Who are we?

We are Softball Ulster (SU), 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 (SI), the organising body for the sport of softball on the island of Ireland.

## What laws apply to the collection of personal data?

Due to SU being responsible for counties included in both the UK and Ireland, the following data protection laws are required to be applied to all data handling:

- Data Protection Act (2018) – UK Law
- General Data Protection Regulations – EU Law

## What personal data does Softball Ulster collect?

The data that we routinely collect included members' names, dates of birth, gender, postcode, team affiliation and email addresses. A summary table explaining why we require this data is included below. 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?

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

Personal Data Item	Reason for Collection
Name	For membership administration and insurance
Date of Birth	To identify U18 players
Gender	To ensure correct batting line-up during games
Postcode	To identify geographical areas in need of development
Team Affiliation	To identify correct player participation during games
Email Address	For the communication of information e.g. AGM notices

## Who do we share your data with?

Your membership data is passed on to SI, of which you become a member when you are registered with SU. 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 SU 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 SI's insurance company. Further information on SI's current insurer can be found on the SU website ([www.softballulster.com](http://www.softballulster.com)) or the SI website ([www.softball.ie](http://www.softball.ie)).

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

## Where does this data come from?

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?

Membership data held by SU is held electronically and encrypted, with password protection, on a Microsoft Excel spreadsheet. This information is routinely held on the SU Google Drive, accessible by all members of the SU Council. The Google Drive password is changed when the SU Council membership makeup is altered (e.g. following an AGM). The membership spreadsheet password is only shared routinely with the SU Council members responsible for membership – the SU Secretary ([secretary@softballulster.com](mailto:secretary@softballulster.com)) and SU Treasurer ([treasurer@softballulster.com](mailto:treasurer@softballulster.com)), but may be shared with other SU Council members in other specific circumstances (e.g. data collection for statistical analysis, insurance claims etc.). No hard copies of this data are routinely produced or held by SU.

When this data is shared (e.g. between SU and SI), the encrypted spreadsheet is sent via electronic mail and the password sent separately by text or phone call.

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

Under the General Data Protection Regulation (GDPR) and Data Protection Act (2018) 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?

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

SU umpires will be given access to limited data in order to administer the games they are officiating (e.g. names, team affiliation, gender and whether or not a player is U18).

Sub-committees of SU may be given access to data for specific tasks, such as communicating information (e.g. names and email addresses). They are not free to use it for any other purpose.

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

SU 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?

If you want to see the basic membership data we hold about you, you should contact the SU 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?

The GDPR refers to sensitive personal data as ‘special categories of personal data’. SU 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?

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

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

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

SU 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?

SU will normally keep members’ information after they die. A next-of-kin may make a request to delete this information by emailing the SU 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?

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