

WELSH MASTERS ATHLETICS LIMITED

Data Protection policy

Date: 16 December 2020

Purpose

This policy is to document how Welsh Masters Athletics Limited should handle personal data, and comply with its obligations under the General Data Protection Regulation which came into effect on 25 May 2018. New legislation will be put in place once the United Kingdom has left the European Union, but it will be broadly similar in scope to GDPR.

Scope

The policy applies to all volunteers, consultants and others working with WMAL. WMAL uses data about athletes, officials and others but this is not all in the public domain. It is acknowledged that, although some information is public, all personal data should not be disclosed outside WMAL or used for anything than a legitimate purpose.

Responsibility

It is the responsibility of every officer to ensure that all personal data held by WMAL is not disclosed outside the company, and not misused. Further, to ensure that all athletes and others are aware how personal data should be maintained, so they also do not fail their colleagues in sport.

The Membership Secretary is the only person within WMAL who has access to the membership database. A copy of the database is provided to the Secretary for statutory purposes. The Membership Secretary will normally undertake all membership mailings, ensuring the requests for no contact are observed, except for membership requirements. Members all have access to the personal data in their membership record and can ensure it is up to date.

Officials may provide personal data to WMAL for the purposes of assisting at events, and their contact details may also be provided through officials' secretaries or others.

Anyone entrusted with contact details for any WMAL event or reason must endeavour to keep the information safe and only use it for the purpose it was provided, and not share it further.

The WMAL Data Protection Officer is the Membership Secretary.