**Data protection policy**

Policy prepared by: Sam Loveridge

Approved by: GVA Committee

Written: 16/03/2018

Next review: 25/05/2019.

**Introduction:**

The Guernsey Volleyball Association, herby referred to as the GVA, needs to gather and process certain data about individuals.
This policy ensures that the GVA comply to “The Data Protection (Bailiwick of Guernsey) Law, 2017” this law is equivalent to the General Data Protection Regulations as laid down by EU law.

The law can be found here:
[**https://www.gov.gg/CHttpHandler.ashx?id=110559&p=0**](https://www.gov.gg/CHttpHandler.ashx?id=110559&p=0)

**Why this policy exists:**

The data protection policy ensures that the GVA:

* Complies with data protection law and follows good practise,
* Protects the rights of its members,
* Is open about how it stores and processes personal data,
* Protects its self from a data breach.

**Data Use:**

The GVA will only use the personal data obtained for the following purposes:

* Player registration.
* Contact players regarding GVA events,
* Disciplinary actions,
* Monitor and maintain league attendance,
* Ensure all players are members of the GVA,

**Data subjects rights:**

Data subjects have the following rights:

1. **The data subject’s right of access**
2. **The data subject’s right to rectification**
3. **The right to erasure**
4. **The data subject right to restriction of processing**.
5. **The right to be informed**.
6. **The right to data portability**.
7. **The data subject’s right to object**.
8. **The data subjects right not to be subject to a decision based solely on automated processing**

**Processing:**

The GVA will be processing data under the lawful basis of “**Legitimate interests**” this being the interest of the GVA and data subject to be part of the GVA as a member and therefore able to par-take in the leagues and events put on by the GVA.

**Data storage:**

The GVA keep digital records of data subjects in an online secure cloud storage system.

The data records are deleted after 2 years of inactivity unless special circumstances require data to be kept for longer, such as lawful purposes.

No unauthorised persons will have access to the cloud storage systems.

**Breach reporting:**

Should a data breach occur, the GVA will:

* Report the breach to the Guernsey Data Commission,
* Inform the data subjects affect,
* Take any relevant steps to upgrade its protection.