



## Data Protection Policy

### The Bognor Regis Baseball Club CIO

*(Including Online Registration & Management Systems)*

#### 1. Purpose of the Policy

This policy outlines how The Bognor Regis Baseball Club CIO (“the Club”) collects, uses, stores, and protects personal data in accordance with the UK GDPR and the Data Protection Act 2018.

This version includes specific provisions for the use of **online registration and team management platforms**.

#### 2. Scope

This policy applies to:

- Committee members, coaches, and volunteers
- Players and members
- Parents/guardians
- Any third-party systems used by the Club (e.g., TeamSnap, Spond)

#### 3. Data Controller

The Club acts as the **Data Controller**.

**Responsible Person:** Club Secretary or appointed Data Protection Lead

#### 4. Personal Data We Collect

##### Through Online Platforms

When using systems such as TeamSnap or Spond, the Club may collect:

- Name and date of birth
- Email address and phone number
- Emergency contact details



- Medical or allergy information (where necessary)
- Attendance and availability data
- Payment/membership information (if applicable)

#### **Automatically Collected Data (by platforms)**

- Device and login information
- IP address
- Usage activity within the app

Note: Some of this data may be collected directly by the platform provider under their own privacy policies.

#### **5. Lawful Basis for Processing**

Data is processed under:

- **Contract** – managing membership and participation
- **Consent** – photos, optional data, app-based communications
- **Legal obligation** – safeguarding, insurance
- **Legitimate interests** – efficient club administration

#### **6. Use of Online Systems**

The Club uses third-party platforms (e.g., TeamSnap, Spond) to:

- Register members and manage teams
- Communicate training sessions, fixtures, and updates
- Track attendance and availability
- Share important documents and announcements

#### **Platform Responsibilities**

- These platforms act as **Data Processors**
- They may store data on servers outside the UK
- They operate under their own privacy and security policies



Members are encouraged to review the platform's privacy policies directly.

## **7. Data Sharing**

Data may be shared with:

- Governing bodies (e.g., Baseball/Softball UK)
- League organisers
- Insurance providers
- Online platform providers (TeamSnap, Spond)

The Club ensures that any third-party providers used offer appropriate data protection safeguards.

## **8. Data Storage and Security**

The Club ensures:

- Access to online systems is restricted to authorised personnel
- Strong passwords and, where possible, two-factor authentication are used
- Data is only accessible to relevant team managers/coaches
- Personal data is not downloaded or stored locally unless necessary
- Devices used to access data are secure

## **9. Data Retention**

- Platform data: retained only while membership is active
- Inactive users: removed or anonymised within 12–24 months
- Legal/safeguarding records: retained as required by law



## **10. Individual Rights**

Individuals have the right to:

- Access their personal data (including via platform accounts)
- Correct inaccurate data
- Request deletion of their data
- Withdraw consent
- Restrict or object to processing
- Complain to the Information Commissioner's Office

Requests can be made via the Club or directly through the platform where applicable.

## **11. Photography and Media**

- Photos/videos may be shared via platforms like TeamSnap or Spond
- Consent is required, especially for juniors
- Access to media is restricted to members within the platform
- Public sharing requires additional consent

## **12. Data Breaches**

In the event of a breach involving an online system:

- The Club will notify the platform provider immediately
- Investigate the incident
- Inform affected individuals where required
- Report to the Information Commissioner's Office if necessary

## **13. User Responsibilities**

Members and parents using online platforms must:



- Keep login details secure
- Not share personal data outside the platform
- Respect the privacy of other members
- Report any concerns or misuse

#### **14. Responsibilities of Club Officials**

Officials must:

- Only access data necessary for their role
- Use approved platforms only
- Avoid storing personal data outside secure systems
- Ensure data is deleted when no longer needed

#### **15. Policy Review**

This policy will be reviewed annually or when systems or legal requirements change.

**Last Reviewed:** [Insert Date]

**Next Review Due:** [Insert Date]

#### **16. Contact**

For queries regarding data protection:

**Club Secretary / Data Protection Lead**

[Insert Email Address]