

## FOR PUBLICATION

### **BATH STREET MARINE TABLE TENNIS CLUB General Management Committee Meeting - Held 2 January 2019**

Present: Ian McElwee (Chairman), Graham Turner (Secretary), Ian Brownrigg (Treasurer), Lesley Blanchard, Bernard Cooney, Mary Delamere, Keith Hardman, and Doreen Smith.

#### **1. Introduction**

The Chairman opened the meeting at 7:30pm, wishing all members a very Happy New Year.

#### **2. Apologies for Absence**

Received from Des Logan and Jennifer Givens.

#### **3. News**

Bernard reported on the fact that one of the Club's members, Hervé Gillet aged 58, had very recently suffered a severe stroke and is now in Fazakerley Hospital. Keith will send a message of support on behalf of the Club and Bernard is also following up.

#### **4. Matters Arising from Minutes of Last Meeting**

Chairman raised the following:-

- a. Item 5b, fees. It was confirmed this was awaiting follow up between the Treasurer & Secretary. They will meet to resolve.
- b. Item 6a, health & safety notices. KH is following up on this.
- c. Item 6b, alarm batteries. KH reported that this had been updated and new batteries installed, and record book noted. It was noted that there had been a further incident of batteries being taken. A notice will be posted next to the alarms. But it did appear that what was taking place was a straightforward case of battery theft! Members were asked to remain vigilant on this issue.

#### **5. GDPR**

- a. GRT reported that the new regulations would impact the club. A proposed privacy policy for the club had been circulated together with a pro-forma consent to be requested of all existing members.
- b. GRT explained that the proposed privacy policy was based on the model adopted for the L&DTTL which was itself based upon TTE policy and guidelines. GRT drew attention to a brief presentation on GDPR provided by TTE, a copy of which is attached to and forms part of these minutes. GRT also drew attention to two documents provided by TTE, "A Guide to GDPR for clubs and leagues – what you need to know" and "A Guide to the Principles and background to GDPR" both of which were made available to the members present.
- c. GRT suggested that the Committee should briefly work through the "Data Audit Template" provided by TTE, which addressed basic, Who?, What?, Why?, Where?, and When? questions. After working through the template it was agreed the club had a clear picture of whose data was being collected, what data was being held, why the data was needed, where the data is stored and when it is collected and how it is kept up to date.
- d. It was recommended that only the Secretary and Treasurer hold members personal data for the legitimate activities and interests of the club, it's management and participation in the L&DTTL. Limited personal information of members is shared with team captains for the purpose of enabling them to operate their team, obtain substitutes and facilitate the team's participation in the L&DTTL. A new membership application form will be introduced including agreement to the privacy policy.
- e. After discussion it was unanimously agreed that the Club should adopt the privacy policy proposed and invite all members to individually give their consent. GRT will take this forward.

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### 6. Property Project Update

GRT reported that the relevant planning application had now been made on behalf of the Club by Billy O'Hara. A firm of solicitors, Breens of Crosby, had been instructed to act on behalf of the Club in negotiating the lease of land for citing the new club room. He and IB had also met with Heather redhead of SBC to ensure that the club were taking forward the correct steps and processes to meet all Sport England terms and conditions. Heather is following up on the advance of funds from SBC towards the project. Quotes have been obtained from 3 contractors for a new building, and the committee were invited to consider these and come to a decision about our preference. The 3 quotes were from:

- (i) Elite Systems
- (ii) Container Cabins, and
- (iii) Eagle Containers.

Following a brief discussion of each, the Committee confirmed that the preferred choice remained Eagle Containers, on price, quality of product and knowledge and understanding of the club and its needs. It was agreed GRT should now take this aspect forward with Sport England.

It was also requested that the property project sub-group should meet in the coming weeks to start determining all the actions necessary to bringing the project to a successful delivery. GRT to arrange.

KH reminded the group of the need to also be a collaborative on the issue of internal fixtures and fittings.

BC reported on his discussions so far with David Bell about possible additional funding, and it was agreed that Bernard should continue to take this forward.

### 7. Any Other Business

Chairman asked that the previously agreed practice of a copy of the agreed Minutes of Man Com meetings being posted on the club notice board should continue and KH agreed to ensure this happened. GRT reminded all that a copy was also posted on the club website.

There being no other business the meeting concluded at 8:40pm.

Graham Turner (Secretary)  
2 January 2019

Presentation by TTE on GDPR



Slide 1 features a large, stylized circular graphic on the left composed of numerous thin, radiating lines. The text 'G.D.P.R.' is prominently displayed in large, bold, black capital letters, with 'General Data Protection Regulations' written below it in a smaller, bold, black font. The right side of the slide has a black header with the 'Table Tennis England' logo and a red vertical bar. The footer contains the website 'www.tabletennisengland.co.uk' and the 'SPORT ENGLAND' logo.

# G.D.P.R.

## General Data Protection Regulations

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Slide 2 has a similar layout to Slide 1. The title 'The General Data Protection Regulation (GDPR)' is centered. Below it, a bulleted list provides key information about the law. The design elements, including the circular graphic, logos, and footer, are consistent with the previous slide.

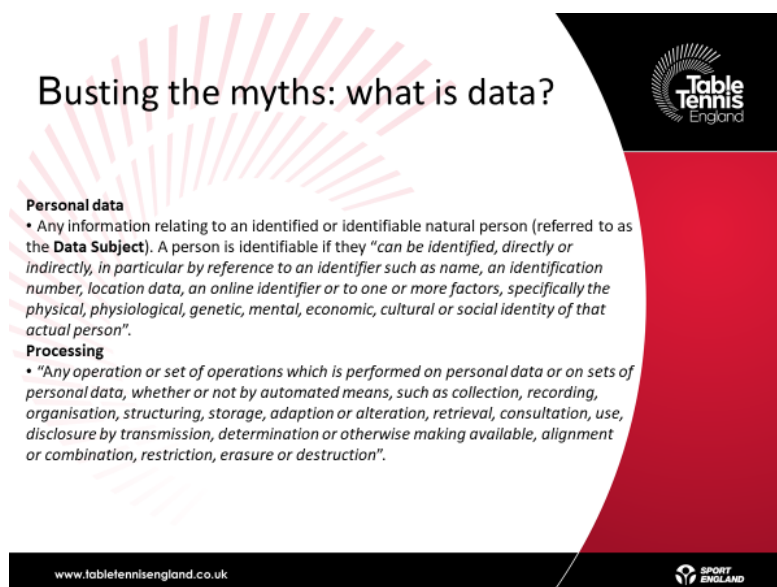
## The General Data Protection Regulation (GDPR)

- New Data Protection law – 25th May 2018.
- Brexit does not affect the GDPR coming into effect so you cannot ignore it.
- Fines for getting it wrong are huge!
- ICO Guidance needed to fill in the blanks.

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Slide 3 continues the theme with the title 'Busting the myths: what is data?'. It defines 'Personal data' and 'Processing' with specific legal references. The layout, including the circular graphic and branding, remains consistent with the other slides.

## Busting the myths: what is data?

**Personal data**

- Any information relating to an identified or identifiable natural person (referred to as the **Data Subject**). A person is identifiable if they "can be identified, directly or indirectly, in particular by reference to an identifier such as name, an identification number, location data, an online identifier or to one or more factors, specifically the physical, physiological, genetic, mental, economic, cultural or social identity of that actual person".

**Processing**

- "Any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaption or alteration, retrieval, consultation, use, disclosure by transmission, determination or otherwise making available, alignment or combination, restriction, erasure or destruction".

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## The GDPR

- Most, if not all, the information you request on your membership application forms, event entry forms and information you collect from visitors, suppliers, staff and volunteers will be personal data.
- This includes names, addresses, dates of birth, telephone numbers, e-mail addresses and emergency contact details.
- Personal data can also include opinions held about someone and can include references to them in emails or other communication.
- Information about health and physical disabilities will be sensitive personal data to which additional safeguards apply.

## The GDPR

- You are all processing personal data.
- You all have to comply with the GDPR.
- You may be subject to fines for getting it wrong.

## The GDPR - Principles

The principles are broadly similar to those under the DPA:

- Fair, lawful and transparent processing
- Purpose limitation - Personal data may only be collected for specified, explicit and legitimate purposes and must not be further processed in a manner that is incompatible with those purposes.
- Data minimisation - Personal data must be adequate, relevant and limited to what is necessary in relation to the purposes for which those data are processed
- Accuracy - Personal data must be accurate and, where necessary, kept up to date. Every reasonable step must be taken to ensure that personal data that are inaccurate are either erased or rectified without delay
- Data retention periods - Personal data must be kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed
- Data security - Personal data must be processed in a manner that ensures appropriate security of those data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures
- Accountability - The controller is responsible for, and must be able to demonstrate, compliance with the Data Protection Principles. (NEW)

## The GDPR – Key Changes

- More procedure - data subjects are entitled to much more information.
- Accountability – more documentation necessary in respect of policies/procedures.
- Greater scrutiny and scope.
- Increased fines!

## The GDPR - Accountability

- The most significant addition to the law is the accountability principle.
- The GDPR requires you to show **how** you comply with the principles – for example by documenting the decisions you take about a processing activity.
- You will have significantly more legal liability if you are responsible for a breach. These obligations are a new requirement under the GDPR.

## The GDPR - Accountability

You will need to produce a written policy for:

- Collection of Data
- Using Data
- Storing Data
- Data Retention Periods
- Access to Data (Subject Access Requests)
- Individuals Rights
- Data Breaches

## Getting Ready for The GDPR



- The GDPR is more extensive than the existing Data Protection Act. However, if you are already complying with the Data Protection Act you are likely to be well on the way to compliance with the GDPR.

- You should establish whether your current policies and procedures are suitable to comply with the GDPR.

If not, you must alter them.

## Getting Ready for The GDPR



**DO YOU KNOW WHAT  
INFORMATION YOU HAVE RELATING  
TO YOUR MEMBERS / COACHES /  
INSTRUCTORS / VOLUNTEERS /  
EMPLOYEES / BUSINESS CONTACTS /  
VISITORS?**

**WHY ARE YOU KEEPING IT?**

## Getting Ready for The GDPR



### **DATA AUDIT:**

Start with a review to assess:

- what personal data you hold
- whether you need it
- where it came from and the legal basis on which it was collected
- what you do with it and are planning to do with it (e.g. is it passed onto third parties)
- where and how you store it
- when and how you destroy it

**Keep a written record of this.**

## The GDPR - Consent

You can only process (and therefore collect) personal data in certain circumstances – the Legal Basis for Processing:

- *Consent of the Data Subject.*
- *The legitimate interests of the data controller.*
- *Necessary for the performance of the contract with the data subject.*
- *Compliance with a legal obligation to which you are subject.*
- *Necessary to protect the vital interests of the data subject or of another natural person; or*
- *Necessary for performance of a task carried out in the public interest.*

## The GDPR – Individual's Rights

- Right to be informed
  - **Privacy Notices:**
    - Setting out the legal basis upon which the data will be processed.
    - How long the data will be retained.
  - Data subject rights including:
    - How to make a data subject access request; and
    - How to request the deletion/rectification of data.
  - If and the extent to which it will be transferred overseas/outside of the EEA appropriate safeguards in place to protect it.
- Right to be Forgotten (NEW)
  - Request to be forgotten can be made:
    - When the use of the data is no longer necessary.
    - Consent is withdrawn and there is no other legal basis for processing.
    - Data unlawfully processed.
    - To comply with legal obligations.

## The GDPR – Individual's Rights

- Right of Access
  - Subject Access Request (DP).
- Right to Rectification
  - Data that is inaccurate/incomplete (DP).
- Right to Block/Suppress Processing of Personal Data (DP)
- Right to Data Portability (NEW)
  - Obtain and use personal data for own purposes across different services under certain circumstances



## The GDPR Enforcement

- The GDPR will be enforced by the Information Commissioner (ICO). The ICO website (ICO.org.uk) contains useful information and is constantly being updated.
- The fines may be substantial!

## The GDPR – Risk to Clubs/Leagues

ICO likely to be concerned with enforcing against larger organisations initially, however, smaller organisations still need to comply.

Risk to clubs may come from disgruntled members reporting to the ICO.

## The GDPR – Questions for you

- What data do you collect?
- What do you use it for?
- Who do you share it with?