



DATA PROTECTION POLICY

To comply with the EU General Data Protection Regulation (GDPR) the Highlands and Islands Squash Association (HISA) is required to publish a Data Protection Policy. This document satisfies that requirement. This policy sets out how the Association processes personal data, how it collects it and how that data is controlled.

HOW DATA IS COLLECTED

HISA collects data in a few limited ways:

- Directly from member clubs, associations and individuals.
- From Clubs or individuals who apply to take part in the HISA Leagues or Regional Tournaments.
- From coaches or players who apply for sponsorship or financial assistance for courses.
- From National Sporting bodies, e.g. SportScotland or Scottish Squash.

TYPE OF INFORMATION THAT IS COLLECTED

The following information may be collected by HISA:

- Contact and communication information for individuals or member Clubs.
- Financial information, mainly for Club Membership fees or entry fees for competitions or tournaments administered by the Association.
- Personal information for junior players which includes date of birth for those under 19 years of age.
- Certain health or medical conditions that may be relevant to members who take part in the sport within HISA.

HOW PERSONAL DATA IS USED

Personal data provided to HISA will only be used in accordance with any preference or instruction given or expressed to the Association by the individual Club, Association or Member.

Generally, data will be used for the following purposes:

- Receiving payment for membership fees.
- Paying of affiliation and membership fees.
- Informing member Clubs, Associations or individuals of HISA of any policies, procedures or information that HISA considers relevant to the running of the Association.
- Entering or supporting entry of any member Clubs, Associations or members to national or regional competitions.
- Entering or registering members on coaching courses supplied by National or other approved bodies.
- Administering or running competitive squash leagues.
- Administering or running squash tournaments held within the Region.
- Administering or supporting coaching initiatives or sessions which HISA supplies to member Clubs or Associations.
- Promoting National competitions or tournaments.
- Promoting HISA and any goods or services of third parties that HISA judge to be of interest to the membership.

INDIVIDUAL PREFERENCES

The member Club, Association or individual is in control of how HISA communicates with their membership. The Association will respect and abide by any preference expressed by a member Club, Association or individual, however, there is certain information that HISA is required to send regardless of any preferences set by members, they are:

- Notices of formal meeting, for example AGM or Committee meetings.
- Records of financial transactions, for example membership fees.

HIGHLANDS AND ISLANDS SQUASH ASSOCIATION (HISA)



To set, update or amend member's data, please contact the named person detailed in the "Contact and Complaints" section below.

SHARING INFORMATION WITH OTHERS

HISA does not sell or share personal data for other organisations to use. When necessary personal data may be shared with the following third parties:

- Coaches and volunteers who undertake coaching or courses at HISA's request.
- The National bodies for Sport in general e.g. SportScotland or Scottish Squash.

HOW INFORMATION IS KEPT AND FOR HOW LONG

Personal data is kept by the following post holders within the Association:

- HISA Chairperson
- HISA Secretary
- HISA Treasurer

HISA does not employ staff or have a nominated office and personal data relating to members will be limited to the post holders stated above. This data will typically be stored on personal computers including smart phones. Such stored data shall be protected with a password known only to the post holder and this password shall not be given to any third party.

Data is only held:

- For as long as necessary, and/or
- For a maximum of seven years after the last interaction with the member Club, Association or individual member (Requirement of OSCR as HISA is a registered Charity).

INDIVIDUAL RIGHTS

Individual Clubs, Associations or members have the following rights:

- To request access to their personal data.
- Request correction or erasure of their personal data.
- Object to the processing or passing of personal data to a third party.
- Request the restriction of processing of personal data to a third party.
- Request the transfer of personal data to a third party.

The rights detailed above are not absolute and HISA may be able to refuse a request in extenuating circumstances.

CONTACT AND COMPLAINTS

For any questions, requests or changes to personal data or anything related to this document then the following person should be contacted:

- HISA Secretary, Alan Paton
- Email: secretary@HighlandSquash.org
- Telephone: 01667 456 985
- Post: 25 Seaforth Road, Nairn, IV12 5NN

In the event that a member Club, Association or individual member is not satisfied with how HISA is processing data then a complaint can be made to the Information Commissioner.

Contact details and more information is available on the Information Commissioner's Office website: www.ico.org.uk