

Community Games Data Protection Policy

**INTRODUCTION**

The purpose of this document is to provide a concise policy statement regarding the Data Protection obligations of Community Games. This includes obligations in dealing with personal data, in order to ensure that the organisation complies with the requirements of the relevant Irish legislation, namely the General Data Protection Regulation (GDPR) 2018, the Irish Data Protection Act (1988), and the Irish Data Protection (Amendment) Act (2003).

**RATIONALE**

Community Games must comply with the Data Protection principles set out in the relevant legislation. This Policy applies to all Personal Data collected, processed and stored by Community Games in relation to its staff, service providers and volunteers in the course of its activities. Community Games makes no distinction between the rights of Data Subjects who are employees, and those who are not. All are treated equally under this Policy.

**SCOPE**

The policy covers both personal and sensitive personal data held in relation to data subjects by Community Games. The policy applies equally to personal data held in manual and automated form.

**COMMUNITY GAMES AS A DATA CONTROLLER**

In the course of its daily organisational activities, Community Games acquires, processes and stores personal data in relation to:

•     Employees of Community Games

•     Volunteers and Participants of Community Games

•     Third party service providers engaged by Community Games

In accordance with the Irish Data Protection legislation, this data must be acquired and managed fairly. Not all staff members will be expected to be experts in Data Protection legislation. However, Community Games is committed to ensuring that its staff have sufficient awareness of the legislation in order to be able to anticipate and identify a Data Protection issue, should one arise. In such circumstances, staff must ensure that the Data Protection Officer is informed, and in order that appropriate corrective action is taken.

Due to the nature of the services provided by Community Games, there is regular and active exchange of personal data between Community Games and its Data Subjects. In addition, Community Games exchanges personal data with Data Processors on the Data Subjects’ behalf.

This policy provides the guidelines for this exchange of information, as well as the procedure to follow in the event that a Community Games staff member is unsure whether such data can be disclosed.

In general terms, the staff member should consult with the Data Protection Officer to seek clarification.

**SUBJECT ACCESS REQUESTS**

Any formal, written request by a Data Subject for a copy of their personal data (a Subject Access Request) will be referred, as soon as possible, to the Data Protection Officer, and will be processed as soon as possible.

It is intended that by complying with these guidelines, Community Games will adhere to best practice regarding the applicable Data Protection legislation. Subject Access Requests forms can be found by emailing [dataprotection@communitygames.ie](mailto:dataprotection@communitygames.ie)

**THE DATA PROTECTION PRINCIPLES**

The following key principles are enshrined in the Irish legislation and are fundamental to the Community Games’ Data Protection policy.

In its capacity as Data Controller, Community Games ensures that all data shall:

1. BE OBTAINED AND PROCESSED FAIRLY AND LAWFULLY.

For data to be obtained fairly, the data subject will, at the time the data are being collected and via our Privacy Statement, be made aware of:

•     The identity of the Data Controller (Community Games)

•     The purpose(s) for which the data is being collected

•     The person(s) to whom the data may be disclosed by the Data Controller

•     Any other information that is necessary so that the processing may be fair.

Community Games will meet this obligation in the following way:

•     Where possible, the informed consent of the Data Subject will be sought before their data is processed;

•     Where it is not possible to seek consent, Community Games will ensure that collection of the data is justified under one of the other lawful processing conditions – legal obligation, contractual necessity, etc.;

•     Processing of the personal data will be carried out only as part of Community Games’ lawful activities, and Community Games will safeguard the rights and freedoms of the Data Subject;

•     The Data Subject’s data will not be disclosed to a third party other than to a party contracted to Community Games and operating on its behalf.

1. BE OBTAINED ONLY FOR ONE OR MORE SPECIFIED, LEGITIMATE PURPOSES.

Community Games will obtain data for purposes which are specific, lawful and clearly stated. A Data Subject will have the right to question the purpose(s) for which Community Games holds their data, and Community Games will be able to clearly state that purpose or purposes.

1. NOT BE FURTHER PROCESSED IN A MANNER INCOMPATIBLE WITH THE SPECIFIED PURPOSE(S).

Any use of the data by Community Games will be compatible with the purposes for which the data was acquired.

1. BE KEPT SAFE AND SECURE

Community Games will employ high standards of security in order to protect the personal data under its care. Appropriate security measures will be taken to protect against unauthorised access to, or alteration, destruction or disclosure of any personal data held by Community Games in its capacity as Data Controller.

Access to and management of staff and customer records is limited to those staff members who have appropriate authorisation and password access.

1. BE KEPT ACCURATE, COMPLETE AND UP-TO-DATE WHERE NECESSARY.

Community Games will:

•     ensure that administrative and IT validation processes are in place to conduct regular assessments of data accuracy;

•     conduct periodic reviews and audits to ensure that relevant data is kept accurate and up-to- date. Community Games conducts a review of sample data every six months to ensure accuracy; Staff contact details and details on next-of-kin are reviewed and updated every year.

•     conduct regular assessments in order to establish the need to keep certain Personal Data.

1. BE ADEQUATE, RELEVANT AND NOT EXCESSIVE IN RELATION TO THE PURPOSE(S) FOR WHICH THE DATA WERE COLLECTED AND PROCESSED.

Community Games will ensure that the data it processes in relation to Data Subjects are relevant to the purposes for which those data are collected. Data which are not relevant to such processing will not be acquired or maintained.

1. NOT BE KEPT FOR LONGER THAN IS NECESSARY TO SATISFY THE SPECIFIED PURPOSE(S).

Once the respective retention period has elapsed, Community Games undertakes to destroy, erase or otherwise put this data beyond use.

1. BE MANAGED AND STORED IN SUCH A MANNER THAT, IN THE EVENT A DATA SUBJECT SUBMITS A VALID SUBJECT ACCESS REQUEST SEEKING A COPY OF THEIR PERSONAL DATA, THIS DATA CAN BE READILY RETRIEVED AND PROVIDED TO THEM.

Community Games has implemented a Subject Access Request procedure by which to manage such requests in an efficient and timely manner, within the timelines stipulated in the legislation.

DATA SUBJECT ACCESS REQUESTS

As part of the day-to-day operation of the organisation, Community Games’ staff engage in active and regular exchanges of information with Data Subjects. Where a formal request is submitted by a Data Subject in relation to the data held by Community Games, such a request gives rise to access rights in favour of the Data Subject.

There are specific time-lines within which Community Games must respond to the Data Subject, depending on the nature and extent of the request. These are outlined in the Subject Access Request Document which is available by emailing [dataprotection@communitygames.ie](mailto:dataprotection@communitygames.ie)

Community Games’ staff will ensure that, where necessary, such requests are forwarded to the Data Protection Officer in a timely manner, and they are processed as quickly and efficiently as possible, but within not more one month from receipt of the request.

IMPLEMENTATION

As a Data Controller, Community Games ensures that any entity which processes Personal Data on its behalf (a Data Processor) does so in a manner compliant with the Data Protection legislation.

Failure of a Data Processor to manage Community Games’ data in a compliant manner will be viewed as a breach of contract, and will be pursued through the courts.

Failure of Community Games’ staff to process Personal Data in compliance with this policy may result in disciplinary proceedings.

Privacy statement

The Community Games Privacy Statement is available here: [www.communitygames.ie/privacy-statement](http://www.communitygames.ie/privacy-statement)

DATA BREACH POLICY

The Community Games Data Breach Policy is available by emailing [dataprotection@communitygames.ie](mailto:dataprotection@communitygames.ie)

* Reviewed on 28th May 2018
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*Approved by Board Annually*