

Penya Blaugrana London



Data Protection Procedures 2018

Penya Blaugrana London (“PBL”) fully complies with the UK and European data protection legislation.

The Data Protection Act 2018 and the General Data Protection Regulation entered into force on 25th May 2018. The aims of both pieces of legislation is to protect the rights and privacy of individuals, and to ensure that the data of individuals is not processed without their knowledge and consent whenever possible.

There are several principles that must be fulfilled to ensure compliance with the UK and European data protection laws. PBL will ensure that personal data shall be:

1. processed lawfully, fairly and in a transparent manner in relation to individuals;
2. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
3. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
4. accurate and, where necessary, kept up to date;
5. kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed;
6. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing against accidental loss, destruction or damage, using appropriate technical or organisational measures

PBL will ensure it complies with the above principles and has appropriate processes and records in place to demonstrate its compliance.

PBL fully complies with all of these principles, as explained below.

1. Personal data shall be processed lawfully, fairly and in a transparent manner

PBL needs to collect and store personal data from its members in order to fulfil its obligations.

PBL will store all member personal details electronically in a membership database. This database is securely encrypted and password protected, and only accessible to authorised board members. Membership application forms and other documents will be kept in a file system that will be kept secure on a best effort basis. Some of these documents might be scanned and stored securely in encrypted storage, and only accessible to authorised board members.

PBL will neither transfer nor share member personal details with any third parties, with exception of transfers to FC Barcelona. PBL will transfer to FC Barcelona the minimum information (name, surname, date of birth, email and identity card/passport details) required to comply with official Penya Regulations. FC Barcelona fully complies with the Spanish and European data protection laws .

2. Personal data shall be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes

PBL will only collect the minimum data necessary to achieve the following goals:

- Identify its members (name, surname, date of birth)
- Contact its members (email, phone number, address, Facebook name)
- Analyse the composition of the association (gender and nationality)
- Fulfil FC Barcelona requirements (name, surname, date of birth, email, identity card/passport number, and FC Barcelona membership number if applicable)

- Identity card and password number is only requested to comply with FC Barcelona regulations and will only be stored in our membership database temporarily until the member is registered with FC Barcelona.

3. Personal data shall be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed

Personal data processed by PBL will be adequate, relevant and not excessive in relation to the purpose for which it is processed.

4. Personal data shall be accurate and, where necessary, up to date

All members have the obligation to provide accurate personal details when joining the association. When their personal details change, members have the statutory obligation to notify the association so that their records are kept up to date.

PBL will, where necessary, attempt to maintain an accurate and up to date membership database to the best of PBL's abilities.

5. Personal data shall be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed

PBL will remove from the membership database the personal details of individuals within 1 year after they cease to be members of the association. Any individual departing from PBL can request its immediate removal from the database by written request to the Secretary.

PBL will keep the paper membership application form and any other relevant paper documentation for up to 3 years after the individual has ceased membership (this includes scanned versions securely stored). Any individual ceasing its membership from the association can request the immediate secure disposal of these forms by providing a written request to the Secretary.

6. Personal data shall be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing against accidental loss, destruction or damage, using appropriate technical or organisational measures

PBL takes the security of its members personal information very seriously.

Personal details will be stored electronically in a well-known and secure cloud storage database. Only approved Board members will have access to this database. The Board reserves the right to change the storage location at any point, without notice, as long as the new storage location meets the above criteria.

As mentioned above, only authorised Board Members will have access to the personal details of members. The authorised members are required to sign a form to acknowledge their understanding of PBL Data Protection Procedures and agree to handle personal information securely and with care to the best of their abilities.

PBL will keep the paper version of the membership application forms and any other relevant paper forms in a file system. Effort will be made to ensure these paper forms are kept secure.