

## Milton Keynes and District Referees' Association (MKRA)

### PRIVACY NOTICE

27<sup>th</sup> ~~XX~~ May 2021

MKRA exists to promote the interests of referees and refereeing in the Milton Keynes area.

#### How to contact us

You can contact MKRA by email at [jon\\_bradshaw@sky.com](mailto:jon_bradshaw@sky.com) ~~xxxxxx~~

The main point of contact for data protection issues is [John Fenner](#) ~~XXXX~~ who can be contacted at [john.fenner1@btinternet.com](mailto:john.fenner1@btinternet.com) ~~xxxxxx~~

Commented [J1]: Date added when approved

Formatted: Superscript

Commented [J2]: To be filled in when we appoint someone to audit our data protection processes

Commented [J3]: ditto

#### What information do we collect about you?

We collect information about you when you register with MKRA.

The information collected will be your:

- name
- address
- email address
- date of birth
- telephone contact details
- referee level
- date of referee registration.

The lawful basis under which MKRA collects these data is '*legitimate reason*'.

#### Data time limit

Your data will be held for a maximum of two years, the current membership year and the preceding year. Any data older than two years old will be securely deleted.

#### Who will have access to my information or who will you share it with?

Only elected MKRA Officers with a specific need to access your information. Any officer standing down or removed from office will have their access to your data removed. All Officers are aware of the importance of protecting personal data, are familiar with MKRA's data policy, and will follow its security procedures.

There are occasions when MKRA will share your personal data with the Berks & Bucks FA and the National Referees' Association. Any such sharing will be subject to an assessment of who is requesting the data, the purpose for which they are required, the level and sensitivity of the data requested and the arrangements in place to store and handle the information.

#### How we will use your information

MKRA requires your information:

- to contact you about MKRA meetings and to circulate documents e.g. the MKRA Newsletter;
- to inform you of referee related events;
- to inform you of, or distribute information from, County and National Referee Associations;

- to alert you when there is a request for match officials;
- to provide the National Referees' Association (NRA) with your membership details;
- to provide the Berks and Bucks County Football Association (BBFA) with your membership details.

MKRA will use your personal data for these purposes only.

### **Security of information**

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

The controller shall implement appropriate technical and organisational measures to ensure a level of security appropriate to the risk.

### **Individual rights**

You have the following rights regarding the data collected and held about you:

- the right to be informed
- the right of access
- the right to rectification
- the right to erasure
- the right to restrict processing
- the right to data portability
- the right to object
- the rights in relation to automated decision making and profiling

Should you wish to exercise any of the above rights relating only to the specific data MKRA holds about you, please submit a request using the primary contact details contained in this document. MKRA will respond within one calendar month of receipt of your request.

### **Changes to this privacy policy**

You will be notified if changes are made to this privacy policy.

### **How to complain**

You can contact us by email at [jon\\_bradshaw@sky.com](mailto:jon_bradshaw@sky.com)

You can also complain to the Information Commissioner's Office if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Helpline number: 0303 123 1113