



## **GDPR Overview**

General Data Protection Regulation (GDPR) replaced the existing Data Protection Directive and came into force on 25 May 2018.

There are six principles:

### **1. *LAWFULNESS, FAIRNESS AND TRANSPARENCY***

***DATA MUST BE GATHERED AND USED IN A WAY THAT IS  
LEGAL, FAIR AND UNDERSTANDABLE.***

### **2. *PURPOSE LIMITATION***

***ONLY USE DATA FOR THE PURPOSE SPECIFIED AT THE TIME  
OF COLLECTION.***

### **3. *DATA MINIMISATION***

***ONLY COLLECT WHAT WE ACTUALLY NEED***

### **4. *ACCURACY***

***KEEP DATA ACCURATE AND UP TO DATE***

### **5. *STORAGE LIMITATION***

***ONLY STORE DATA FOR AS LONG AS NECESSARY***

### **6. *INTEGRITY AND CONFIDENTIALITY***

***HOLD DATA IN A SAFE AND SECURE WAY***

***Broadly GDPR is about common sense, using data appropriately,  
and a proportionate response.***



## **NOTES FOR ORGANISERS – GDPR**

You should not use data for purposes other than which the individual would expect; should not collect or retain data that you don't need; and should keep that data which you do collect secure. Specifically:

- Display the Fair Use Statement (*from the organisers' pack*) at control and any other locations where entries are taken.
- If using old entry cards, ask paddlers not to complete their postal address and use a marker pen to obliterate any entered.
- Try to ensure that card backs with email addresses are not accessible to paddlers or the public as far as is reasonably possible.
- During the event make sure that documents with personal information such as emails and addresses are kept safe and away from prying eyes or, better still, avoid taking such information to the competition.
- Where a form collects personal details such as addresses, use one form per person so that people cannot see previous entries. (This includes photographers and event insurance forms)
- If you collect completed membership forms for national slalom organisations – make sure that these are stored securely for the duration of the competition until you can send them off. Better still, ask the paddler to join online and show proof of joining via their phone.
- When emailing entrants use back copy (bcc) so that email addresses are not shared.
- After the competition delete any personal data from your computer, including any downloaded files and then empty your trash folder on the computer. (You can keep start lists and results).
- Shred cards that have had the backs completed one week after the competition
- Shred any other documentation with personal details within 6 months.