



## **Data Protection Policy Version Three – 15<sup>th</sup> November 2023**

### **1. Scope**

Surrey Cricket Foundation is recognised as a centre with 1st4sport Qualifications and also with the England and Wales Cricket Board.

1st4sport Qualifications is an awarding organisation recognised and regulated in England by the *Office of Qualifications and Examinations Regulation (Ofqual)*, who also regulate vocational qualifications in Northern Ireland. 1st4sport are further regulated in Wales by *The Welsh Government* and in Scotland by SQA Accreditation.

The England and Wales Cricket Board (ECB) is the single national governing body for all cricket qualifications in England and Wales established to create a unified body responsible for the management and development of every form of cricket for men and women.

In operating as a recognised centre for the above organisations Surrey Cricket Foundation is approved to deliver the following qualifications:

<b>1st4sport Awarded Qualifications</b>	<b>ECB Awarded Qualifications</b>
<ul style="list-style-type: none"> <li>• ECB Foundation Coach</li> <li>• ECB Core Coach</li> </ul>	<ul style="list-style-type: none"> <li>• ECB Support Coach</li> </ul>

Surrey Cricket Foundation have established this policy to ensure compliance with the *General Data Protection Regulation Act 2018* in the management of the organisation and in the delivery of the listed qualifications. This policy is therefore relevant to all sub-contracted services, staff, learners and any relevant third parties. Any enquiries in the deployment of this policy should be directed to the Surrey Cricket Foundation Data Protection Officer.

<b>Surrey Cricket Foundation Data Protection Officer</b>
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## **2. Statement**

### **2.1 Compliance commitment**

Surrey Cricket Foundation is fully committed to protecting the rights and privacy of all individuals and operate in accordance with the statutory legislation outlined within the *General Data Protection Regulation Act 2018*. In doing so Surrey Cricket Foundation have mechanisms and procedures in place to protect the privacy and confidentiality of all personal data. Any decisions for the disclosure, retention or disposal of information are made in line with the legislation. Surrey Cricket Foundation ensure that:

- all data is stored securely in an appropriate place and in the right hands
- the quality of the data is effectively maintained
- all data is retained and information is disposed of appropriately.

In the management of the organisation and in the delivery of the qualifications Surrey Cricket Foundation collect information from individuals and external organisations generating a wide range of data/information, which is recorded. As the lawful and correct treatment of personal data is critical to our successful operations and to maintaining confidence, Surrey Cricket Foundation is committed to operate in line with the data protection principles by:

- collecting accurate personal data only
- protecting staff, learners' and other individuals' personal details and any related records using this data fairly and only for specified lawful purposes
- handling personal data for limited, specifically stated purposes
- using personal data in an adequate and relevant manner, which is not excessive
- holding personal data only for the time period required
- maintaining personal data safely and securely
- releasing personal data only to authorised individuals/parties and not outside with UK without adequate protection and the individual's permission
- adhering to regulations and related procedures to ensure that all staff who have access to and handle any personal data held by or on behalf of Surrey Cricket Foundation in line with individual's data protection rights and are fully aware of and abide by their duties under the *General Data Protection Regulation Act 2018*..

Surrey Cricket Foundation implement a systematic approach to the management of our records to protect and preserve our interests and those of our stakeholders, including but not limited to our staff and learners whose personal data is shared with 1st4sport Qualifications and the ECB.



## **2.2 Data Collection**

Data and records can take many different forms and may be retained in hard copy or electronically. It is necessary to collect and disclose data in order to:

- meet statutory, regulatory and awarding organisation requirements
- generate an evidence/audit trail
- operate effectively
- preserve information of historic or intrinsic value.

## **2.3 Data Handling**

All the information handled is not passed on to any third party that does not have the right to access it. On this basis in the handling of data Surrey Cricket Foundation aspires to:

- comply with both the law and good practice
- respect individuals' rights
- be open and honest with individuals whose data we hold and share
- provide training and support for staff and volunteers who handle personal data, so that they can act confidently and consistently.

## **2.4 Allegations Reporting Procedure**

Learners are required to report any allegation in relation to the unlawful treatment of personal data via the Surrey Cricket Foundation learner complaint procedure. Personnel are required to report any allegation in relation to the unlawful treatment of personal data in accordance with the Surrey Cricket Foundation Malpractice and Maladministration Policy. Learners and any other relevant third party should report any allegation in accordance with the Surrey Cricket Foundation Complaints Procedure.

An allegation should be made in the event that individuals feel that records of their personal data has been:

- lost or not protected
- obtained through unlawful disclosure or unauthorised access
- recorded inaccurately and/or in a misleading manner
- provided to a third party without permission
- held longer than required
- used for unlawful purposes



Where required, Surrey Cricket Foundation will take appropriate action/corrective measures against unauthorised/unlawful treatment, loss, destruction or damage to personal data.

### **3. Monitoring and review**

Surrey Cricket Foundation have in place a standardised and systematic monitoring process to ensure the relevance of this policy. In addition any data which is collected with relates to the implementation of this policy will be used to inform the ongoing management of our organisation and delivery of qualifications.

This policy will be reviewed on 15<sup>th</sup> November 2025 unless legislation changes or supporting data identifies that a review is required sooner.