



Preparing for the new dataprotection reform GDPR



Entry into force on May 25, 2018.

For ProCup Cup users Responsible for Personal Data ...

Make your event ready for GDPR

In May 2018, the new European Data Protection Regulation will be Implemented in force which gives major consequences about how personal data may be treated. In Sweden, the new data protection regulation comes replace today's Personal Information Act (PUL).



This document is intended for you who use ProCup as a cup or event manager responsible for personal data.

We have collected information from the RF, Data Inspection, and Searched Materials on the Internet and put together this document with facts that you need to consider when preparing the association for the introduction of the Data Protection Regulation (GDPR). (General Data Protection Regulation).

The big change with today's PUL is that when the GDPR enters into force, people may request data about them to be emptied from the IT systems.

We recommend that you get started immediately, GDPR will come into effect on May 25, 2018!

For those who are not yet fully familiar with the subject, a brief explanation of the term "GDPR" is given, as well as a definition of what a personal data may be.



Here are 5 points that may be helpful to work for.

The information is taken from an article that Dagens Handel wrote in August 2017.

1. Don't wait

Get started with the preparations to follow the new directive at once. GDPR is one significant review of the current data protection regulation and already in force in May 2018.

2. Get an overview of the association's data

The biggest job related to GDPR is to get an overall picture of data, data flows and how this is handled in your association / organization. Note that the review for your part is not just ProCup. This applies to all systems you use to store personal data.

3. Get knowledge

Those who are in charge of the association and / or the cup organization's rules and regulations (the board) should complete the necessary training. They are responsible for ensuring that everyone in the organization understands how the rules are to be followed. Ex should leaders be informed / trained in how they can / may use team lists / member registers etc.

4. Review your systems

According to GDPR, individuals may require information about themselves to be deleted or transferred.

The organization or association must then, within a certain time, delete or transfer the requested information. Therefore, it is important to review which administrative systems you use and that old systems have been updated to newer where you can manage GDPR. This applies to all kinds of information that includes texts, images, voices, and more.

5. Create a routine if the accident is present

In case of an infringement or security breach, you must report this to the Data Inspectorate within 72 hours and inform those who may have been affected. Crime does not necessarily happen during office hours and you have no time to lose when something happens. Routines are therefore very important to be in place.



(Källa: Dagens Handel 2017-08-29)

https://www.dagenshandel.se/article/view/551212/brist_pa_insikt_om_gdpr

Collection and management of data in ProCup

To get a good overview of your current status of the type of personal data being processed you can start with a survey that may contain:

- A list of which personal data you process in ProCup. For example. if both leader and player details are stored in the system.
- Mapping your association / organization showing which persons, functions or actors who handle personal data

As a person responsible for personal data, you must ensure that your association / organization collects and processes all personal information in a regular manner in ProCup. In order to get an overview of data and to review the data in advance, we have compiled the procedures and functions involved.

It is important to point out that it is not ProCup that is responsible for removing information about a particular person. You are the cup or event manager who has the ultimate responsibility for this. ProCup communicates the tools so that you can easily delete or clear information in a simple and secure way.

Collection of personal data

ProCup records and changes personal data in the following routines:

The registration procedure - team, manager name and contact details are stored.

Action: In the Application phase, menu item 1 - View / Register notifications, click on the team and blank the manager's data all. remove the team completely.

The registration process of the player, the player's name and personal data is stored.

Action: Click the "Register Player" icon on the Home screen. Log in with the team leader's email address as well as a ref. Or club name. Clear the player's tasks all. remove the player completely.

MyTeam The registration process, leader name and contact details are stored.

Action: In MyTeam, Log in as a leader - click on the team, change contact details, blank out the manager's details all. remove the team completely.

MyTeam Followup, Leader's name and contact details are stored.

Action: In MyTeam, Menu item Follow-up reports - Change data on team, set xxxxx instead of leader's tasks. SAVE

MyTeam, Player name and contact details are stored.

Action: In MyTeam, Log in as a leader - Register player list, click on the team, blank the player's tasks.



What does GDPR mean?

GDPR or the General Data Protection Regulation is the data protection regulation that will apply to all EU organizations and organizations dealing with personal data. The Regulation applies from 25 May 2018 and applies also to all organizations outside the Union that have data on EU citizens, regardless of where the organization is based.

If you want to know more about the data protection reform, google your associations for GDPR information

What is personal information?

Any information relating to an identified or identifiable natural person, wherein an identifiable physical person is a person who can be identified directly or indirectly.

Example of what is defined as personal data

- a name
- a mailing address
- an e-mail address
- Location information
- Bank details
- a photograph
- an update in social media
- Medical information
- and computer's IP address

