

Compliance with the obligation to register

Last edited 10.4.2019

List of processing of personal data in a sports association

The list is for the fulfillment of the documentation obligation incumbent on a sports association pursuant to the Personal Data Regulation. Sports associations are obligated in accordance with the European laws on GDPR, which is why there must be a record of ordinary personal data as well as personal data added to a higher degree of protection (sensitive information, information on criminal offenses and CPR number), cf. published by DIF and DGI.

This document will be updated by the association when processes change.

List of treatment activities in: MoveCopenhagen, Ryesgade 67, 2100 Cph and CVR 35188223]

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1. Who is responsible for data protection in the association?

- CEO, Nicolas Sabini, info@movecopenhagen.com
- CEO, Stine Brender Trads, 0045 29252195 and info@movecopenhagen.com

2. What are the purposes of the treatment?

The purpose of storing data in the association is listed in overriding categories.

- Caring for membership and coaches and teachers conditions, including activity, communication, member meetings, general meetings, and quota collection
- Administration of the association's external relations, including reporting to the municipality according to the Public Education Act and reporting on tournament administration to sports organizations
- Payment of salaries, allowances, reimbursement of expenses

3. What personal information do we process?

Here the personal data processed in the association should be listed.

- a) Festival participants: name and email
- b) Teachers: name, email, and info related to workshops
- c) Volunteers, community builders, and cool down teams: name, email, and info given during sign up
- d) Move core volunteers: name, email, address, phone number, birthday

4. Who do we treat information about?

Information on the following categories of registered persons is processed:

- a) Festival participants
- b) Teachers
- c) Volunteers, community builders, and cool down teams
- d) Move core volunteers

5. Who is the information being disclosed to?

- a) General personal data move core volunteers are passed on to DGI and special associations under DIF when we in the association have a legitimate interest in it

6. When do we delete personal information in the association?

There should be an indication of what information should be deleted and when.

- a) We keep regular personal information on members for up to [3 years] after termination of membership. For salaried managers and trainers, the information is kept for up to 5 years after the end of the work.
- b) The information added to a higher degree of protection is initially deleted immediately after the treatment purpose is met.
- c) [CPR number included in accounting material is stored for 5 years from the end of the financial year]

7. How do we store personal information in the association?

We store personal information on the association's Google Drive (historical data Dropbox), which is only available through an invitation to selected members of the Move Core group. It is emphasized for anyone with access to have code on all devices that have access to the folders.

We keep personal information on the association's databases, the website, and teachers, who are only available via an invitation to selected members in the Move Core group and protected during login. It is emphasized for anyone with access to have code on all devices that have access to the databases.

The third party is Billetto, where have their own GDPR policy,

<https://billetto.zendesk.com/hc/en-gb/articles/360006083793-GDPR-Billetto>

They store the information of name, email, hometown, ticket type and the number of tickets purchased pr order,

8. What should we do if there is a breach of personal data security?

If all or some of the registered information is stolen, hacked or otherwise compromised, we contact our main organization and discuss any notification to the police and to the Data Inspectorate.

9. What can our IT system do and have we considered data protection in our IT systems?

The information on Google drives and Dropbox and association databases, we refer to the protection from the vendors' page for cloud data and passwords on all devices.

By acquiring a new IT system or by modifying the current system, we think about data protection. We are aware that the system may contribute to:

- a) We do not collect more information than necessary.
- b) That we do not keep the information longer than necessary.
- c) That we do not use the information for purposes other than the purposes for which the information was originally collected.

Our IT system can:

- a) The system does not have an automatic delete function so we review the information manually.

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