

Data Protection Policy – Coaches Association Version 1 - 17-9-15

1. Scope

Cheshire Cricket Board 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 Cheshire Cricket Board is approved to deliver the following qualifications:

1st4sport Awarded Qualifications	ECB Awarded Qualifications
<ul style="list-style-type: none">• Level 2 Certificate in Coaching Children's Cricket (QCF)• Level 2 Certificate in Coaching Young People and Adults Cricket (QCF)• Level 3 Certificate in Coaching Cricket (QCF)	<ul style="list-style-type: none">• Cricket Activator• Coach Support Worker• ECB Game Based Learning for Children• ECB Creating the Learning Climate for Children• ECB Skill Development for Children• Cricket for Teachers: Primary• Coaching in Primary Schools• Cricket for Teachers: Secondary• Coaching in Secondary Schools• ECB Coaching Teams• ECB Training Interventions and Methods• ECB Performance and Video Analysis• Disability Inclusion Training

Cheshire Cricket Board have established this policy to ensure compliance with the *Data Protection Act 1998* 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 Cheshire Cricket Board Data Protection Officer.

Cheshire Cricket Board Data Protection Officer
Graeme Rickman Tel 07745903381 – graeme.rickman@gmail.com

2. Statement

2.1 Compliance commitment

Cheshire Cricket Board is fully committed to protecting the rights and privacy of all individuals and operate in accordance with the statutory legislation outlined within the *Data Protection Act 1998*. In doing so Cheshire Cricket Boar 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. Cheshire Cricket Board 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 disposed information appropriately.

In the management of the organisation and in the delivery of the qualifications Cheshire Cricket Board 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, Cheshire Cricket Board 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 Cheshire Cricket Board in line with individual's data protection rights and are fully aware of and abide by their duties under the Data Protection Act 1998.

Cheshire Cricket Board 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 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 Cheshire Cricket Board 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 Cheshire Cricket Board learner complaint procedure. Personnel are required to report any allegation in relation to the unlawful treatment of personal data in accordance with the Cheshire Cricket Board Malpractice and Maladministration Policy. Learners and any other relevant third party should report any allegation via the in accordance with the Cheshire Cricket Board 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, Cheshire Cricket Board will take appropriate action/corrective measures against unauthorised/unlawful treatment, loss, destruction or damage to personal data.

3. Monitoring and review

Cheshire Cricket Board 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.