The Jersey Pétanque Association

DATA PRIVACY NOTICE

The Jersey Pétanque Association is registered, as a not-for-profit unincorporated association, with the Jersey Office of the Information Commission. Our registration number is 60260.

We take Our responsibilities under the Data Protection (Jersey) Law 2018 seriously and this Data Privacy Notice sets out the Our policies in respect of the Data We process.

So that You will know who/what we are referring to, in this Data Privacy Notice, and what particular terms mean, here are a list of definitions and abbreviations.

1) **The Jersey Pétanque Association – ("JPA", "We", "Us" and/or "Our")**
2) **Registered/Affiliated Club – ("RAC")**
3) **Data Subject – ("You" and/or "Your" and "Their")** – an identifiable natural person who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person
4) **Personal Data – ("Data") -** any information relating to an identified or identifiable natural person
5) **Data Controller -** the individual or legal person or other body who determines the purposes for which and the means by which personal data is processed.
6) **Data Processor -** the individual, legal person, or other body which processes data on behalf of the controller. This includes team captains, JPA competition organisers and league administrators
7) **Processing -** any operation, or set of operations, which is performed on personal data, or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction
8) **Legitimate Interests -** Legitimate interests is one of the six lawful bases for processing personal data. We must have a lawful basis in order to process Your Personal Data. In general, the condition applies when:

- The Processing isn't required by law, but there's a clear benefit (for Us and/or You) to it
- There is little risk of the Processing infringing on Your privacy; and
- You should reasonably expect Your Data to be used in that way

Background

The JPA is the sole governing and administrative body for Pétanque in Jersey with the stated objectives

1 To encourage, promote and develop Pétanque in Jersey.
2 To organise and administer JPA leagues and other competitions and international tournaments held in Jersey.
3 To select and enter JPA representative individuals and teams in international events.
4 To assist and aid, where possible, individuals and clubs to participate in international events.
5 To follow and adhere to the rules of the Fédération Internationale de Pétanque et Jeu Provençal (hereinafter called "the FIPJP").
6 To affiliate to the FIPJP and the Confédération Européene de Pétanque ("the CEP").

Annual membership of the JPA can be gained as a RAC, by being a member of a RAC and/or each and every time you are registered to participate (as part of a team or as an individual) in any of the Leagues or other competitions run under the auspices of the JPA.

- **Who controls/processes data for the JPA?**

The Data Controller for and on behalf of the JPA is Steve Foster (Secretary) and he can be contacted at secjpa@gmail.com

Data is processed by a number of JPA officials and competitions officers/administrators for and on behalf of the JPA.

The JPA's website is hosted by Snap Creative Limited ("Snap") (See Appendix 1 below for details about Our website and other media).

- **What Data do we collect and process?**

We collect names, addresses, e mail addresses , telephone numbers and dates of birth. The Data that We collect and process may depend upon on how we collect the Data and the purposes for which it is required.

Additionally, We collect DBS checks for all JPA qualified coaches if they are to undertake coaching sessions, on behalf of the JPA, involving minors, particularly within Jersey schools, as part of Our youth development programme.

For details about photographs and other media please see Appendix 1 (JPA Publicity)

- **How do we collect/process this data?**

If You are a member of a RAC, Your name and date of birth is provided to Us by the RAC.

When You enter a league run under the auspices of the JPA, Your name and date of birth is provided to Us by Your team captain.

When You enter one or more of the other competitions run under the auspices of the JPA, You provide us with Your name, date of birth and contact details.

When You are an official of a RAC, or a team captain, You provide Your name, email address and telephone number to Us as part of the registration or entry process. In the case of the Winter and Summer Leagues, the team captain provides Us with the name, telephone number and email address of an alternative contact.

If You are a JPA volunteer (official, administrator coach and/or umpire) You provide us with Your name and contact details together with requisite qualifications if appropriate and a DBS check if this is a legal requirement.

When You enter the JPA's 100 Club by subscribing for a number(s) to be included in 12 monthly draws in the calendar year, You provide Your name, address, telephone number and e mail address in an entry form.

When You, or a team captain or RAC official transfers money to the JPA's bank account for registration/entry fees and to enter the 100 Club, Your name and where applicable your team, may appear on the JPA's bank statement.

- **For what purposes is the Data collected and processed ?**

We are fair and reasonable and process Data on a lawful basis. We only require Data that is absolutely necessary to fulfil the purpose it serves and where it is in the Legitimate Interests of You (and/or of the JPA) for this Data to be processed.

These purposes and Legitimate Interests are:

1. For the purpose of the administration of the JPA.
2. In order to admit the RAC and individuals as members of the JPA and enter them in the register of members, in accordance with Our constitution.
3. To provide a record of membership so that You are afforded Your rights in connection with meetings of the JPA and so that quorum requirements can be observed at these meetings.
4. To assess the amount due from each RAC by way of a per capita levy on its membership .
5. To provide Us with age related Data so that We can
    a. Validate Your eligibility to enter certain competitions.
    b. Validate Your eligibility to attend and vote at meetings of the JPA, in accordance with the terms of Our constitution.

c. Provide certain anonymised age related Data about Our membership, as required by the CEP
d. Ensure that minors are protected by Our safeguarding policy and that consent to the processing of their Data is obtained from Their parent/guardian.

6. As a means of enabling a team to enter to play in a league or other competition under the auspices of the JPA, to pay the entry fee and for the captain of the team to provide their contact details to be used by the JPA (and the captains) in connection with the efficient administration of the league
7. To provide a means of contacting You, either direct or, through your RAC and/or team captain, in respect of but, not limited, to league and competition matters, as well as communicating about the matters of interest relating to the JPA in general.
8. To record and publish the results of matches in JPA leagues and other competitions so You can have access to how You (and/or Your team) performed on a comparative basis.
9. To provide (together with the RAC if appropriate) evidence of membership in the event of a claim being made under the JPA's public liability insurance policy.
10. To assist with a reconciliation of payments made to the JPA's bank account.
11. To evidence entry into the 100 Club (with a specific number(s)) and as a means of checking, and then contacting, the winners of the monthly draw.
12. To communicate with You:
    I. About Your participation, or possible participation, in a JPA competition or coaching session.
    II. About Your role as an official of a RAC , or a captain of a team and in respect of a JPA league or other competition, or otherwise about matters involving the administration of the JPA.
    III. About a specific volunteer role, You fulfil which is under the control of the JPA.
    IV. To enhance Your membership experience by making a copy of the JPA's quarterly magazine, In the Circle, accessible.
    V. To give You the advance opportunity of renewing your entry to the 100 Club if you have been an entrant in the current year's draw.

❖ **How secure is Your Data?**

Data is retained either in paper form, or on a PC, or on Our website or Our Facebook page.

Where Your Data is stored in paper form it is kept securely within the property of the Data processor. Where Your Data is retained online, it is held securely on a password protected PC within the property of the Data Processor. Snap is responsible for the security of Data held on Our website.

❖ **How long is data retained for?**

The JPA only retains Data for as long as it is necessary to fulfil the purpose for which it has been collected or, longer only if an applicable law requires this. In particular

- A review of Data will be conducted within three months of each year's AGM so that, in particular,
  - The membership register is updated and if You are no longer a member, Your Data will be deleted.
  - League and other competition entry forms can be destroyed once the league/competition has been completed.
- Entry forms for the 100 Club are destroyed within three months of the end of the calendar year to which they relate.
- Data in respect of coaching sessions provided within Jersey schools is destroyed at the end of the academic year in question.

A roll of previous winners and other medal placed participants (teams and/or individuals) is maintained as part of the JPA archives available for inspection by past, present and prospective JPA members.

❖ **Does the JPA share data** ?

We will not sell Your Data for marketing or any other purposes. We will not transfer or, otherwise disclose Your Data unless under compulsion of a law applicable in Jersey.

We will provide such of Your Data that is reasonably required by the FIPJP and/or the CEP , to enable Your participation in an international Pétanque competition. This is usually limited to Your name and a passport type photograph which You will be asked to provide for submission at the time

❖ **What are Your rights as a Data Subject?**

For full information please refer to the Jersey Office of the Information Commissioner at

2nd Floor
5 Castle Street,
St Helier
JE2 3BT
Telephone +44 (0) 1534 716530
enquiries@jerseyoic.org

If you want details of Your Data held by the JPA or wish such Data to be corrected or deleted, or have any questions about the JPA Data Privacy policy, please contact Steve Foster at secjpa@gmail.com.

17/2/22

APPENDIX 1

JPA PUBLICITY

The JPA has a website, a business Facebook page and a quarterly magazine , In the Circle, (together "Our Media") which are used for information, publicity and promotional purposes.

Website

The website is a means of presenting and promoting the JPA and the game of Petanque whilst providing Our members /other visitors to Our website, with an enhanced , digital, experience.

The website address is petanque.je and is hosted by Snap Creative Limited (snap.je).

Snap is responsible for maintaining the website in accordance with Our instructions and for ensuring that the website is secure. We are responsible for placing content on the website, which is done under the control of the JPA Management Committee.

We only collect visitors Data to analyse Our traffic, to help optimise the digital experience for future visitors. All the Data collected in anonymised.

If You visit Our website and use the "contact us" facility to send Us a message, You will provide Us with Your name and email address so that We can respond. This Data and the message will be retained by the Secretary for no longer than twelve months after it is received.

We include links to other websites on Our website. If You click on a link, you will access the specific website. We have no control over, and cannot be held responsible for the content, or the security, of that website and it is recommended that You refer to the website's privacy policy.

Facebook

Posts on this are made under the control of the JPA Management Committee although visitors can like, share and comment.

Visit the Privacy Policy of Facebook (now Meta) via facebook.com for a description of their process to support Facebook products offered by Meta Platforms Inc.

In the Circle

In the Circle is Our quarterly magazine, circulated to JPA members through their RACs and team captains. It is also available on our website.

In the Circle provides a range of topical news and information, plus some fun items, about the Pétanque scene in Jersey and further afield

The content is provided by the JPA Publicity Officer and by representatives of RACs.

In the Circle is edited and controlled by the JPA Publicity Officer.

We use Our Media for keeping our members informed about the JPA (its administration and activities) Our leagues and other competitions (including results) and the Pétanque scene in general, particularly in Jersey. We use it to promote the game of Pétanque and Jersey as a venue for Pétanque.

This is in the Legitimate Interests of both the JPA , Our members , prospective members and the wider audience with an interest in Pétanque.

As You would expect, the content of Our Media, does identify individuals by name in connection with Pétanque related activity. Also, we use photographs, taken at various JPA activities, and those supplied to Us by Our Registered Clubs. In particular, photographs of individuals and small groups may be taken during matches, at trophy/medal presentations, JPA coaching sessions and at social events. These may be included in Our Media but, If Your preference is not to have Your photograph taken (or used by Us) please make this known at the JPA activity You are participating in or email Our Publicity Officer [mlpfennell@googlemail.com].

Similarly, We may sometimes use video equipment (including drones) to record the playing of Petanque in our leagues and other competitions. These may be uploaded to Our website and/or Facebook page to enhance the experience of JPA members and those others with an interest in Petanque who visit Our website and/or Facebook page. The same policy as for photographs applies.

We will not take photographs or videos of Our members (or others) who are minors, and use these for publicity, or other purposes, without evidence of the express prior written consent of their parent/guardian.