



# Junior Touch Championships USE OF PERSONAL INFORMATION

In our World, the future of Touch is already here

# Introduction

This policy sets out the collection, storage and content of personal information. The Data Protection Act 1988 (United Kingdom) together with the relevant EU Directives state how we can use the data you provide, how we store, process and transmit as well as what rights you have.

The JTC Trust collates information relevant to the Tournament and what it needs to specifically deliver it for you. It does not sell or transfer any data to anyone not involved in the delivery of these specific services. The JTC Trust collects the absolute minimum amount and type of data in order to deliver the tournament successfully.

You can read more about the UK Data Protection Act 1988 [here](#)<sup>1</sup>.

In all JTC documents, the term 'manager' and 'coach' (and their derivatives) refers to both player and referee coaches and managers.

1. <http://www.legislation.gov.uk/ukpga/1998/29/contents>

# Privacy Assured

## Scope

In order to organise and arrange the tournament, the JTC Trust will gather certain personal information on the participants, referees, managers and coaching staff. The Trust will request this information from the participating National Touch Association tour manager or directly from referees<sup>1</sup>.

This personal information will only ever be used to deliver the tournament. It is stored securely.

## Type of Information

The type of information we'll ask players for is limited to:

- Name, gender, date of birth, and any specific dietary requirements.

This information is gathered through your squad manager or coach. This information enables the JTC Trust to organise accommodation and catering.

The JTC Trust will never ask a participant for a phone number, address or email address. We will however ask squad managers or tour leaders for their email address and phone number so that we can keep in contact and send them information. The Trust will never request the email address of a participant.

(In 2017, the collection of a mobile number from squad managers and referees will cease).

## Sharing your Information

Your tour manager will share this information with the JTC Trust, who will then share this with the organising committee and our suppliers (catering and hotels). This ensures that we book and organise the correct accommodation and catering for you.

We do not share this information with other NTAs or squad managers, or suppliers other than catering and accommodation.

We will never sell this information, and it is removed from our local drive on the completion of the tournament.

## Storing your Information

We store this information in a database, which is held securely on a local drive disconnected from the internet. There is usually only ever one transfer of information over email from the JTC Trust to the local organising committee ready to share this with the hotel and catering suppliers.

## Your right to Reject the Request

A participant is able to reject the request for information. However, doing so will mean that the organising committee is missing vital information and it will impact our ability to ensure we provide the best service to you.

However, if for example, we are not organising accommodation or catering for you, then you do not need to submit your dietary requirements. We will still need your date of birth, name and gender (for team entry).

1. Contact with junior referees falls under the guidance of our child protection policy, that is, the JTC Trust will never contact a junior referee without copying in their parent or guardian.