



## **GUERNSEY ISLAND GAMES ASSOCIATION LBG (“GIGA”)**

### **DATA PROCESSING NOTICE**

**This is the Data Processing Notice (also known as a Privacy Policy) of the Guernsey Island Games Association LBG. It is issued in compliance with the Data Protection (Bailiwick of Guernsey) Law, 2017 “the Law”.**

We care about your personal data and ensuring you are informed about how we use it. We promise to protect your data, and to manage any information you share with us in line with data protection law.

This Notice sets out how and why we collect and use your personal data and our legal basis for doing so.

#### **Who Are We?**

We are the Guernsey Island Games Association which represents all sports affiliated to the association. We are a registered LBG company, a member of the Guernsey Charities (No:NP82) and registered with the Guernsey Registry (No:43194). We are also registered with The Office of the Data Protection Authority (No: DPA 3975).

#### **What Do We Do?**

As an Association we maintain affiliation with and foster and develop the objects of the International Island Games Association within the Island of Guernsey. We also provide management, administration, facilities and arrangements for the Island of Guernsey, its competitors and teams for sporting events and/or other pursuits at any celebration of the Island Games to be run under the auspices of the International Island Games Association as may be deemed desirable by its members.



## **What Data Do We Collect?**

We only hold data you provide us by filling in forms for an event such as the Island Games, or by corresponding with us by phone, email or otherwise. This information will not only enable us to contact our members, but also allows us to carry out our core requirements for the entry to Island Games competitions as Team Guernsey. It also allows us to comply with any contract with suppliers, and to comply with statutory requirements and our legal obligations.

## **Where Does This Information Come From?**

The personal data we process is given to us directly by you, our members. We do not collect any personal data from any other sources.

## **How We Use Your Personal Data**

We use your data to manage your affiliation with GIGA and to provide the services you are signing up to as part of Team Guernsey in relation to the Island Games. The data may be used to fulfil a contract or takes steps linked to a contract such as providing services or merchandise or prizes.

## **Our Lawful Basis for Processing Your Personal Data**

In order to be able to provide you with the services you require, we use our legal contractual basis for processing your data and rely on our legitimate business interests.

## **Consent**

In instances where we are not relying on a contractual and/or legitimate business interests' basis, we rely on consent to lawfully process your data. This can be obtained orally, by email or by an online process as previously stated. You have the right to withdraw your consent at any time, however, it must be highlighted that by withdrawing your consent we may not be able to provide you with our core business services.



## **Types of Personal Data We Collect**

This information may include:

- your name,
- address,
- date of birth
- passport number
- email address
- phone number
- gender
- name of the affiliated sport or event with which you are registered.

## **Special Category Data**

Defined in the Law as – “Personal data revealing an individual’s racial or ethnic origin, political opinion, religious or philosophical belief, trade union membership, genetic data, biometric data, health data, data concerning an individual’s sex life or orientation, & criminal data.” The Law requires this data to be processed with additional protection.

We may request certain health data from you, and it will be with your signed consent. This information will be only passed to the GIGA medical team and will be solely for their use. It will be destroyed after each Games event.

## **Transfer/Sharing of Data**

Normally your data will be kept within the Bailiwick, however prior to each Games we will only use your data in relation to the Island Games and share it with the International Island Games Association and other competition providers for entry in events at the Island Games i.e., the Host Island. It can also be used for the provision of travel and accommodation requirements.

## **Direct Marketing**

We do not use any form of direct marketing. For any marketing and communications such as team photos and media releases, we will obtain separate consent from members.



## **Retention of Data**

All data is retained securely and only used for the purposes for which it was collected under the Law. Data is only retained for as long as is required to comply with our statutory obligations, in order for us to provide you with the services forming part a contract or with your consent. In any event, data is reviewed and weeded accordingly after 4 years of inactivity or if you are no longer affiliated to GIGA. Data will be updated every two years via an Island Games competitor/official form. Your data is not processed for any further purposes other than those detailed in this policy.

## **Your Rights**

The Law provides you with a number of rights, but specifically and of relevance, you have the right to:

- request confirmation and copy of the personal data that we hold about you and what we are doing with your data.
- request correction of your personal data if incorrect, out of date or incomplete
- request that we stop any consent-based processing of your personal data after you have withdrawn that consent.

## **Social Media**

We use the following social media pages- GIGA website, Facebook, Twitter and Instagram. All members are free to join these pages. This notice does not cover any third-party websites or social media sites used in conjunction with the GIGA. We are not responsible for the actions or activities of third-party website/social media outlets. You are advised to read the data collection and privacy statements on other websites and social media outlets you visit.

## **Cookies**

Whilst we do not use cookies, we are not responsible for the actions or activities of third-party website/social media outlets. You are advised to read the data collection and privacy statements on other websites and social media outlets you visit.



## **Contacting Us**

We are defined as a Controller according to the Law. If you have any questions or queries regarding how your personal data is being managed, please contact The Data Protection Officer by writing to The Secretary GIGA, The Coach House, Beau Sejour Leisure Centre, St Peter Port, Guernsey. GY1 2DL, or by emailing [secretary@giga.org.gg](mailto:secretary@giga.org.gg)

## **Contacting the Regulator**

If you feel that your data has been handled incorrectly or you are unhappy with our response to any requests you have made to us regarding the use of your personal data, you have the right to lodge a complaint with the data protection regulator – The Office of the Data Protection Authority (ODPA). You can contact them for advice by writing to:

The Office of the Data Protection Authority  
St Martin's House  
Le Bordage  
St Peter Port  
Guernsey  
GY1 1BR

by telephoning (01481) 742074 or by email to [enquiries@odpa.gg](mailto:enquiries@odpa.gg) or you can submit a complaint online at [www.odpa.gg](http://www.odpa.gg) and complete the 'make a complaint' section.

## **Review Date**

Last updated 11<sup>th</sup> March 2025 and will be reviewed annually at the GIGA AGM, normally the third week of November. This document is available on the GIGA website at [giga.org.gg](http://giga.org.gg).