

Commonwealth Games Association of Jersey
Data Protection (Jersey) Law, 2018
Privacy Policy



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Commonwealth Games Association of Jersey

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Privacy Policy

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1. Overview

The primary objective of the Commonwealth Games Association of Jersey (“CGAJ”) is to support the development of sport in the Island of Jersey and specifically to coordinate and support teams of athletes selected to represent the Island of Jersey in a range of sports, competing at either the Commonwealth Games or the Commonwealth Youth Games (the “Games”).

This Privacy Policy governs the collection, storage and use of Personal Information collected by the CGAJ in pursuit of this objective.

CGAJ may gather your Personal Information by direct enquiry from you or your Sport’s representatives, or through its normal operations in supporting the participation of the Island of Jersey in the Games. CGAJ may gather Personal Information through its website at <http://www.cgaj.org> and other social media sites (see our website for details), via telephone conversation, via an employment or service contract, through contracts signed with athletes selected for the Jersey Teams at the Games or by direct enquiry of you.

Specifically, this privacy policy provides you with details about the Personal Information the CGAJ may collect and hold about you, how it may use such Personal Information, and your rights in relation to the Personal Information it holds about you.

CGAJ absolutely respects an individual’s right to privacy. CGAJ’s overall aim is to ensure that its collection and use of Personal Information is both appropriate and proportionate to meet its objectives and is in compliance with the Data Protection (Jersey) Law, 2018 and the Data Protection Authority (Jersey) Law, 2018 (together the “DP(J)L”). Further details on the DP(J)L can be found at the website for the Jersey Office of the Information Commissioner (<https://jerseyoic.org>).

If you are an individual on whom the CGAJ seeks to collect, hold and use your Personal Information, please read this Privacy Policy carefully as it is in your interest to fully understand its contents.

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2. Who are we?

CGAJ is the **Data Controller** of the Personal Information that it collects from you.

CGAJ is incorporated under the “Loi (1862) sur les teneures en fidéicommiss et l’incorporation d’associations” as amended and is subject to the jurisdiction of the Royal Court in Jersey.

CGAJ will meet its obligations as Data Controller under DP(J)L through the close involvement of its executive officers in all aspects of its activities.

You can contact CGAJ in relation to this Privacy Policy through its website at <http://www.cgaj.org> or by e mail to any of the executive officers.

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3. Whose Personal Information do we collect, process and hold?

This privacy policy may concern any individual who interacts with the CGAJ in the conduct of its activities. An individual may fall into one or more of the categories described below.

The nature and extent of the Personal Information that the CGAJ will collect, hold and process, for you is described below in the relevant section of this Policy and will vary depending on which of the following categories that you fall into.

Internal contacts

These include the following categories of individual:

“CGAJ Personnel” – Officers of the CGAJ (including elected executives, ad hoc appointees and non-executive “Life Office” holders); Employees of CGAJ (if any); Contractors, or their employees, engaged by CGAJ to provide administration support to the CGAJ; Volunteers & Secondees; and Members of any Sub-committees established by the CGAJ from time to time within the context of its overall governance structure, including the CGAJ’s Validation Group or the CGAJ’s Appeals Panel.

CGAJ Personnel each have a personal relationship with CGAJ involving different roles and responsibilities and giving each of them varying degrees of access to Personal Information collected and held by the CGAJ.

“Member Sports Delegates” – The membership of the CGAJ comprises a number of sporting associations that each act as national governing body of their respective sport in the island of Jersey (the **“Member Sport(s)”**).

The CGAJ does not, itself, have any individual members, but each of its Member Sports may do, or they may have other affiliated clubs and bodies, operating within their sport, that do have individual members. Some of those individual members, together with the officers and executives of each Member Sport may interact with CGAJ in managing the relationship between the CGAJ and their respective Member Sport and the activities of the CGAJ insofar as they affect the Member Sport. In each case they will act as their Member Sport’s representatives or delegates sitting on the CGAJ’s General Council or supporting the CGAJ’s Performance Pathway or supporting the process of selecting a Jersey Team to attend the Games.

“Performance Pathway Athletes” – Individual athletes registered on the CGAJ’s Performance Pathway are supported by the CGAJ in seeking to achieve selection for Jersey Teams competing in the Games. The vast majority of such Performance Pathway Athletes are members of Member Sports or their affiliated clubs in the Island, but a few may not be, if they are resident and participate in their sport outside the Island. In such cases the relevant Member Sport represents their interests at the CGAJ and on the Performance Pathway.

“Eligibility Contacts” – As part of the verification process for their eligibility to compete at a Games, Performance Pathway Athletes may be required to provide Personal Information relating to their parents or grandparents.

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Jersey Team Contacts

These include the following categories of individual:

“Athlete Team Members” – Performance Pathway Athletes will be referred to as such, up to the point of their selection as part of the Jersey Team. Once they are selected, they will be referred to thereafter as **“Athlete Team Members”**.

“Support Team Members” – Other individuals may also be nominated by their Member Sport under the CGAJ’s Team Development Process or may be nominated independently of any Member Sport and may be selected to become members of the Jersey Team as Team Managers or Coaches or other specialist team support capacities.

“Team Officials” – The CGAJ’s President, Secretary General, Chef de Mission and General Team Manager are elected CGAJ officials who together, form the senior management team of the Jersey Team attending the Games.

“CGAJ Guests” – In attending the Games, the CGAJ may invite certain individuals to join the Jersey party as its guests with certain accreditations that allow the guests to attend Games events.

“Jersey Team Party” – Collectively Athlete Team Members, Support Team Members, Team Officials and CGAJ Guests comprise the Jersey Team Party attending any Games.

“Next of Kin” – Individuals comprising the Jersey Team Party will be asked to provide personal details relating to named family members or close friends who could be contacted in the event of an emergency.

External contacts

These include the following categories of individual:

“Suppliers” – Businesses, or their employees, who are suppliers or service providers to CGAJ (other than contractors or their employees regarded as CGAJ Personnel).

“Sponsors” – Any body, incorporated or unincorporated, or individual who has or may make a grant, or sponsorship, or other financial contribution, available to the CGAJ, or any of their employees with whom CGAJ interact for this purpose.

“Team Supporters” – Family, friends and other supporters of Performance Pathway Athletes or Athlete Team Members, with whom CGAJ interact generally, including but not limited to any individual who purchases event tickets to Games events, or arranges Games related travel or accommodation, through CGAJ.

“Media” – Members of the media with whom the CGAJ interact.

“Sports Bodies” – Established sports promoting bodies in Jersey (except for CGAJ Member Sports) or elsewhere including Jersey Sport and the Commonwealth Games Federation (**“CGF”**) and Games Organising committees, including their staff and representatives, whose objectives align with those of CGAJ and who work together with the CGAJ in the furtherance of their mutual objectives.

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If you do not recognise your personal circumstances in one or more of the categories of individual described above but you are concerned that we may hold your Personal Information please contact one of the officers of the CGAJ in the manner outlined above.

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4. What Personal Information will we collect about you?

Internal contacts

If you are an individual falling into the category:

“CGAJ Personnel” – CGAJ will collect, process and hold the minimum amount of Personal Information in order to establish and manage your relationship with CGAJ. The nature and extent of such Personal Information may vary depending upon your duties and responsibilities, normally limited to name and contact details.

“Member Sports Delegates” – CGAJ will collect, process and hold the minimum amount of Personal Information required to facilitate the proper management of CGAJ and its relationship with and obligations to your Member Sport, normally limited to name and contact details.

“Performance Pathway Athletes” – CGAJ will collect, process and hold the minimum amount of Personal Information required to facilitate the proper administration of its Performance Pathway program, which will certainly include name and contact details but may also include data needed to support the provision of financial and other support where relevant.

“Eligibility Contacts” – If you are a Performance Pathway Athlete, you will be required to demonstrate your eligibility to compete for Jersey at the Games. To do this you will be required to evidence that you hold a British Passport and that either you or your parents or your grand-parents were born in Jersey or, failing that, your place of residence has been in Jersey for the last 3-5 years. This Personal Information may ultimately be required to be transferred to the Games organisers.

Jersey Team Contacts

“Jersey Team Party” – During the team selection process for a Games, as the individuals comprising the various categories within the Jersey Team Party become known, the CGAJ will gather or confirm Personal Information to enable it to seek accreditation from the Games organisers for all members of the Jersey Team Party.

In addition to any Personal Information that they you may already have provided having fallen into one or more of the other categories mentioned above, once the Team Selection Process has started, CGAJ will collect, process and hold the minimum amount of Personal Information directly from each individual who falls into one of the categories comprising the Jersey Team.

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Generally, the Personal Information collected, processed and held will be that needed to gain accreditation for each individual from the Games organisers and to manage the relationship, including various aspects of facilitating attendance at, and/or competing in the Games including proving eligibility, personal identification, travel, accommodation and event ticketing.

For Athlete Team Members this would include the need to organise the transportation of specialist equipment and it is possible that the data collected for some of these purposes may include Sensitive Personal Information.

“Next of Kin” – All members of the Jersey Team Party are also required to provide personal contact details of at least one close friend or family member as their “Next of Kin” to be used in the event of an emergency arising during the games.

External contacts

If you are an **External Contact**, we will collect, process and hold the minimum amount of business-specific Personal Information, usually your name, business role and business contact details or simply your name and address or e mail address details, sufficient to enable us to manage the business or other relationship that the CGAJ has with you or your employer.

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5. How we store and use your Personal Information?

Internal contacts

Broadly speaking the various categories of Internal Contacts described above are the individuals directly involved in managing the affairs of the CGAJ during the majority of each Games cycle up to the point the Jersey Team for the Games is selected. Internal Contacts are either acting for the CGAJ or its Member Sports or they are the athletes on the Performance Pathway striving to achieve selection for the Jersey Team towards the end of the Games Cycle.

We collect your Personal Information as outlined above for processing for a variety of different purposes broadly described herein. These purposes vary depending upon the extent and complexity of your relationship with the CGAJ but for the most part the Personal Information we hold for you is personal contact information needed to maintain communication links between the CGAJ and you and your sports to enable the CGAJ and its Member Sports to work together to support their Performance Pathway Athletes in their efforts to achieve selection.

We believe that the storage and use of your Personal Information in this manner and for these purposes is both necessary and proportionate and of mutual benefit to the CGAJ, its Member Sports and Performance Pathway Athletes.

In the first instance read this document carefully and it should explain the nature extent of your Personal Information that we hold and the purposes for which we use it. If this is insufficient or unclear, please contact us using the contact details referred to above.

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Sometimes our use of your Personal Information is for purposes which are ancillary to the provision of our website, other social media sites and services, or which are desirable to make them to operate more effectively. In those circumstances, we believe we have a legitimate interest in using your Personal Information in this way and we do not believe that this storage and use of your Personal Information will unduly prejudice your rights or freedoms.

The relevant circumstances are:

- detecting and preventing fraud;
- keeping our websites and other social media sites, apps and IT systems secure;
- ensuring that our own processes, procedures and systems are as efficient as possible;
- analysing and enhancing the information that we collect;
- determining the effectiveness of our promotional campaigns and advertising; and
- if you have joined our mailing list and you have given us your consent, contacting you (including by SMS and/or e-mail) with information which we think may interest you.

Jersey Team Contacts

Broadly speaking the various categories of individual comprising the group described as Jersey Team Contacts are those involved in attending the Games at the end of each Games cycle and are the group where it is necessary for the CGAJ to gather significantly more Personal Information from you including potentially Special Category Personal Information to the extent required by the Games Organisers. Further, such information may need to be transferred to Third Parties including, but not limited to, the Games Organisers potentially internationally.

If you are an Athlete Team Member, a Support Team Member or a CGAJ Team Official, the CGAJ will ask you to sign personal agreements with the CGAJ asking you, amongst other things, to acknowledge your understanding of the nature of the information that you will be asked to provide, including Special Category Personal Information and confirming your consent for it to be transferred to Games Organisers and other third parties, as outlined herein, for the general purpose of your attendance and participation at the Games.

If you are a CGAJ Guest, you will be asked to verify the Personal Information that we hold for you and to acknowledge your consent to the sharing of this information with Games Organisers and other third parties, as outlined herein, for the general purpose of your attendance and at the Games.

Accordingly, if you fall into one of these groups, you should read these personal agreements (if applicable) carefully, in conjunction with this Privacy Policy to ensure that you understand its terms before signing the personal agreement or providing your consent. If this is insufficient or unclear, please contact us using the contact details referred to above.

We believe that the storage and use of your Personal Information including any Special Category Personal Information, in the manner outlined and for these purposes is necessary and proportionate, that appropriate safeguards are in place to protect the integrity of your Personal Information and that ultimately the use of your Personal Information in this way is for your benefit in allowing you to attend the Games.

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External contacts

We collect, store and use your personal details as outlined above to facilitate our legitimate objectives and interests, so that we can maintain and manage the relationship that we have with you. This allows you to be contacted in the day-to-day management of services that you are either supplying to, or receiving from, CGAJ or in the case of Team Supporters or members of the Media, such other interaction that you may have with the CGAJ. We do not believe that this storage and use of your Personal Information will not unduly prejudice your rights or freedoms as an individual.

Anonymous data

We also collect anonymised details about visitors to our websites for the purposes of generating site statistics, reporting purposes or improving our website and marketing effectiveness. However, no single individual will be identifiable from the anonymised details we collect for these purposes.

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6. On what legal bases may we process your Personal Information?

There are various different legal bases, recognised within the provisions of DP(J)L, one or more of which may apply, to varying degrees, in every circumstance where we hold Personal Information, or in a few cases Special Category Personal Information, in relation to Internal Contacts, Jersey Team Contacts or External Contacts.

The most commonly applicable legal bases for the processing of Personal Information & Special Category Personal Information are as follows:

Consent – Where the individual has consented to the processing of their personal data for one or more specific purposes. Note we will not always seek your consent relying instead upon one or more of the other legally acceptable bases where it is possible and appropriate to do so.

Contractual – The processing is necessary for the performance of a contract with the CGAJ, to which the individual or their employer is a party or are in the process of entering into such a contract.

Legitimate Interests – The processing is necessary for purposes that support the legitimate interests of the activities of the CGAJ and/or any third parties to whom the data may be disclosed but taking into account whether it is warranted compared to the rights or legitimate interests of the individual especially if they are a child.

NPO Status – The CGAJ is Non-Profit Organisation and a registered Charity under the Charities (Jersey) Law 2014. Its primary objective is the promotion of elite sport in the Island and the participation of Island Teams at the Games, it is non-profit making and its activities are conducted solely for the purposes stated.

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In these circumstances, under the provisions of DP(J)L, and to the extent that Personal Information is not disclosed to a third party without consent, the CGAJ is entitled to process Personal Information providing such processing is carried out with appropriate safeguards for the rights and freedoms of data subjects and they are all members of the CGAJ or its Member Sports or have regular contact with it in connection with its purposes.

Other legal obligations – In rare and unusual circumstances the CGAJ may find itself subject to a legal obligation, other than one imposed by contract, which may require it to deal with your Personal Information in order to comply.

We have deliberately not sought to outline above which legal basis for processing your Personal Information applies to which category of individual that we deal with, or to the different circumstances for which we may process your Personal Information. It is likely that more than one legal basis would apply in most cases and furthermore there are other legal bases recognised in DP(J)L which may also apply.

All would be equally valid, but the bases mentioned above are the ones most directly relevant and cover the majority of, if not all, circumstances. However, it is important to note that the “NPO Status” basis cannot apply where Personal Information or Special Category Personal Information are to be transferred to third parties, unless we also seek your consent, which we will do.

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7. How might we share your Personal Information and with whom?

Personal Information is collected, held and processed for several different purposes and we will disclose Personal Information of certain Internal Contacts to third parties in the following circumstances:

Games Organisers: In the run up to each Games, we create a new database to facilitate the collection, storing and processing of Personal Information and in some cases, Special Category Personal Information of Jersey Team Contacts. The participation of Athlete Team Members, Support Team Members and Team Officials involves competing, officiating, supporting and every human aspect of running a large-scale multi-sport team.

To do this we will share such information with the Games Organising Body, as they require, in order to effectively to run the Games. This information will only be shared with your express consent, and you may be required to provide and share additional information not previously held by CGAJ. Each Games Organising Body will be expected to provide adequate security provisions to ensure the security of your Personal Information.

Third-party service providers: We may share information with third-party service companies for them to provide us and ultimately you with certain services. These will include:

- IT support service providers
- Airlines

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- Hotels
- Travel Companies
- Insurance Companies

These companies are contracted to use your Personal Information only as necessary to provide the relevant services to us and are required to maintain full security and confidentiality.

Further information concerning the purposes for which information may be shared with Games Organisers and other third parties in relation to members of the Jersey Team Party and its attendance at a Games are provided below:

Accreditation - The CGF and Games organisers have an accreditation process that validates each individual member of the Jersey Team Party and ultimately will provide official documentation that will allow them to attend the Games and give access to Games events. The level of accreditation sought will vary depending upon the individual's role in the Jersey Team Party and the Personal Information required to be provided by the CGAJ to the Games organisers for such accreditation will vary accordingly, but may include Special Category Personal Information.

Accommodation – Athlete Team Members, Support Team Members and Team Officials will normally be accommodated in official Games accommodation and/or Games Hotels, and CGAJ Guests in Hotels identified by CGAJ for this purpose. Personal Information will be collected and may be provided to Games organisers and/or relevant hotels for this purpose including taking into account the individual's personal needs e.g. minors, disabilities, gender etc

Eligibility - The CGF and Games organisers may require Personal Information to support an Athlete Team Member's eligibility under CGF Rules, to participate in the Games as part of the Jersey Team. This may include the individual's Passport details, their place of birth, or that of their parents or grandparents, or the individual's place of residence for the 3-5 years prior to the Games.

Equipment Transport – This is largely handled by the management team for each Member Sport, but CGAJ may be involved in liaising with CGF and Games organisers. Bearing in mind that some equipment may be classified as "dangerous goods", this can involve the collection of Personal Information on the Athlete Team Member's legal entitlement to hold the equipment in the host country and in any country through which they may travel to get to the Games and may include Special Category Personal Information in this respect.

Immigration – Host countries generally streamline customs and immigration arrangements at the port of entry for all members of competing teams including the Jersey Team Party. This requires advance notice and liaison between CGAJ, Games organisers and relevant home country authorities and the provision of relevant Personal Information including visa applications, if any.

Insurance – CGAJ may, on request, include individuals forming part of the Jersey Team Party in travel insurance arrangements for the team and will provide insurers with relevant Personal Information accordingly.

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Travel – CGAJ will organise travel for the majority of Athlete Team Members, Support Team Members and Team Officials and may do so on request for CGAJ Guests and will provide Airlines and Travel Companies with relevant Personal Information accordingly.

Security – Whilst this is not in itself a specific purpose for which Personal Information may be collected, processed and held by CGAJ, it is important to understand the context in which much of this information is gathered and may be transferred to Games organisers for some of the purposes described above. The Games are one of the largest sporting events in the world, with an extremely high international profile and are regularly attended by many world leaders from competing countries. As such, stringent security arrangements are strictly enforced over the Games. These arrangements and the accreditation of members of country team parties are very much based upon Personal Information provided to the Games organisers by all competing nations, including CGAJ in relation to members of the Jersey Team Party. Accordingly, it should be anticipated that all such Personal Information will be subject to oversight from security forces in the host country of the Games.

Other sports bodies: We may share limited Personal Information with other sports bodies and organisations with whom the CGAJ has mutual interests and objectives in the promotion and development of sport in the island of Jersey and with whom we collaborate on projects and initiatives in which we have a mutual involvement including the provision of financial and other support to Performance Pathway Athletes. We do not believe that this storage and use of your Personal Information will unduly prejudice your rights or freedoms as an individual and would normally expect any such sharing to be in your personal interest.

Compliance with laws and legal proceedings: Rarely and in unusual circumstances we may have to respond to court orders, or other legal process, or to establish or exercise our legal rights or defend against legal claims. When we believe it is necessary to share information in order to investigate, prevent or take actions against illegal activities, suspected fraud, situations involving potential threats to the physical safety of any person, violations of our terms of use, or as otherwise required by law then we may share your information as required. Such sharing will always be subject to security and usage safeguards.

Corporate Re-organisation: In the event that we are acquired by or merged with another entity or we are otherwise involved in a corporate re-structuring or re-organisation, that may involve the transfer of your Personal Information to another party, you will be notified by email and/or a prominent notice on our websites and other social media sites, or via your Member Sport Delegates, of any change in possession or uses of your Personal Information, as well as any choices you may have regarding your Personal Information.

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8. International transfers

All of CGAJ's Core systems store and process data within the European Economic Area (EEA) or if not in the EEA they are shared with service providers who are subject to stringent contractual requirements as regards the safeguarding of your Personal Information.

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Information shared with Games Organisers may require international transfers, depending upon the location of the Games, which is entirely beyond our control. Such data transfers will only be made with your express consent.

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9. Cookies

Technologies such as cookies, beacons, tags and scripts may be used by us or our service providers. These technologies are used in analysing trends, administering the sites tracking users' movements around the sites and to gather demographic information about our user base as a whole. We may receive reports based on the use of these technologies by these companies on an individual as well as aggregated basis.

We may use cookies, for example, to remember users' settings and for authentication. Users can control the use of cookies at the individual browser level. If you reject cookies, you may still use our sites, but your ability to use some features or areas of our sites may be limited.

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10. Security

We employ, reasonable and appropriate security measures to protect against the loss, misuse, and alteration of the Personal Information we process. Depending upon the data and the systems involved, this may include organisational security (passwords and access controls), physical security (data centre and hard copy file protection) or IT security (encryption).

Please note that no data transmission over the Internet can ever be guaranteed secure and consequently, please note that we cannot guarantee the security of any Personal Information that you transfer to us over the Internet.

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11. Data Retention

We retain information (including Personal Information) for the minimum reasonable time period to allow us to provide our services and as long as the relationship(s) that you have with the CGAJ continue and will delete it after that time. The only exceptions are in the following circumstances:

- Cases where we need to keep limited Personal Information to comply with our legal obligations, resolve ongoing disputes, or enforce our agreements.
- Personal information including photographic records taken on individuals participating at the Games, which may be added to the historical archives of the CGAJ.
- Personal Information held in relation to Athlete Team Members from one 4 year Games cycle may be retained, if the individual has indicated their intention to remain a Performance Pathway Athlete into the next following Games cycle.

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Should you require more detail about our retention timescales for a specific category of data or information please contact us using the contact details referred to above.

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12. Your rights

You have certain rights in relation to your Personal Information. If you would like further information in relation to these rights or would like to exercise any of them, please contact us at any time using the contact details referred to above.

You have the right to request that we:

- Provide access to any Personal Information we hold about you;
- Update or correct any of your Personal Information which is out of date or incorrect;
- Delete any Personal Information which we are holding about you
- Restrict the way that we process your Personal Information;
- Prevent the processing of your Personal Information for direct-marketing purposes;
- Provide your Personal Information to a third-party provider of services;
- Provide you with a copy of any Personal Information which we hold about you; or
- Consider any valid objections which you have to our use of your Personal Information.

We will consider all such requests and provide our response within a reasonable period (and in any event within any time period required by applicable law). Please note, however, that certain Personal Information may be exempt from such requests in certain circumstances.

If an exception applies, we will tell you this when responding to your request. We may request you provide us with information necessary to confirm your identity before responding to any request you make.

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13. Third party sites

Our website may contain links to other websites operated by third parties. Please note that this Privacy Policy applies only to the Personal Information that we collect through our sites or services, and we cannot be responsible for Personal Information that third parties may collect, store and use through their websites. You should always read the privacy policy of each website you visit carefully.

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14. Changes to this Privacy Policy

This Privacy Policy was last updated on [Insert Date].

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We may amend this Privacy Policy from time to time without prior notice. Please check regularly on our website at <http://www.cgaj.org>, to keep informed of updates to this Privacy Policy.

Where we make significant changes to this Privacy Policy, we will notify those individuals most affected on a best endeavours basis and to the extent that we hold email addresses.

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15. Complaints, questions and suggestions

Accordingly, if we can assist you with any queries regarding our processing of Personal Information, or if you believe your rights have been breached, or you have questions or suggestions about our sites or services, please contact us at any time using the contact details referred to above.

If we are unable to satisfy any concerns that you have, you may also raise them with our supervisory body for data protection matters, the Jersey Office of the Information Commissioner (<https://jerseyoic.org>).

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