



## Data Protection Policy

The United Kingdom Floorball Federation (UKFF) is fully committed to protecting the rights and privacy of individuals, in accordance with the Data Protection Act 1998.

UKFF is the operating name of Floorball Ltd, a not for profit limited liability company. As such UKFF is exempt from registering with the Information Commissioners Office (ICO) – see [http://www.ico.org.uk/for\\_organisations/data\\_protection/registration/self-assessment](http://www.ico.org.uk/for_organisations/data_protection/registration/self-assessment)

Information about individuals will only be processed in line with established regulations. Personal data will be collected, recorded and used fairly, stored safely and securely and not disclosed to any third party unlawfully. As the lawful and correct treatment of personal information is critical to our successful operations and to maintaining confidence, UKFF is committed to:

- Protecting personal details
- Keeping individuals' personal data up to date and confidential
- Maintaining personal data only for the time period required
- Releasing personal data only to authorised individuals/parties and not unless permission is given to do so
- Collecting accurate and relevant data only for specified lawful purposes
- Adhering to regulations and related procedures to ensure that all UKFF officials or volunteers who have access to any personal data held by or on behalf of UKFF are fully aware of and abide by their duties under the Data Protection Act 1998.

Candidates are required to report any allegation in relation to the unlawful treatment of personal data directly the President of UKFF. A complaint should be made in the event that candidates feel that records of their personal data have been:

- Lost
- Obtained through unlawful disclosure or unauthorised access
- Recorded inaccurately and/or in a misleading manner
- Provided to a third party without permission.

Where required, UKFF will take appropriate action/corrective measures against unauthorised/unlawful processing, loss, destruction or damage to personal data.