



PEOPLE AND OPERATIONS

Data Protection and Privacy Policy

ADOPTED BY THE BOARD OF DIRECTORS

November 19, 2024

ORGANIZATION

Foosball Clubs USA Inc., a 501(c)(3) nonprofit

This is the adopted version of this policy. Find every FCUSA policy at
foosballclubsusa.com/policies. Questions are welcome at
admin@foosballclubsusa.com.

Foosball Clubs USA Inc.

Data Protection and Privacy Policy

1. Purpose

The purpose of this policy is to ensure the protection and privacy of personal data collected, processed, and stored by Foosball Clubs USA Inc. This policy outlines the procedures and guidelines for handling personal data in compliance with relevant data protection laws and regulations.

2. Scope

This policy applies to all employees, volunteers, participants, and any other individuals associated with Foosball Clubs USA Inc. who have access to or handle personal data.

3. Policy Statement

Foosball Clubs USA Inc. is committed to protecting the privacy and confidentiality of personal data. The organization will take all necessary measures to ensure that personal data is collected, processed, stored, and disposed of securely and in compliance with applicable data protection laws and regulations.

4. Definitions

- **Personal Data:** Any information relating to an identified or identifiable individual, including but not limited to name, address, phone number, email address, date of birth, and any other information that can be used to identify an individual.
- **Processing:** Any operation or set of operations performed on personal data, including collection, recording, organization, structuring, storage, adaptation, alteration, retrieval, consultation, use, disclosure, dissemination, alignment, combination, restriction, erasure, or destruction.
- **Data Subject:** An individual whose personal data is being processed.
- **Data Controller:** The entity that determines the purposes and means of processing personal data.
- **Data Processor:** The entity that processes personal data on behalf of the Data Controller.

5. Principles of Data Protection

Foosball Clubs USA Inc. adheres to the following principles of data protection:

- **Lawfulness, Fairness, and Transparency:** Personal data will be processed lawfully, fairly, and in a transparent manner.
- **Purpose Limitation:** Personal data will be collected for specified, explicit, and legitimate purposes and will not be further processed in a manner that is incompatible with those purposes.
- **Data Minimization:** Personal data will be adequate, relevant, and limited to what is necessary in relation to the purposes for which it is processed.
- **Accuracy:** Personal data will be accurate and, where necessary, kept up to date. Inaccurate data will be corrected or deleted promptly.
- **Storage Limitation:** Personal data will be kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the data is processed.
- **Integrity and Confidentiality:** Personal data will be processed in a manner that ensures appropriate security, including protection against unauthorized or unlawful processing and against accidental loss, destruction, or damage, using appropriate technical or organizational measures.

6. Rights of Data Subjects

Data subjects have the following rights regarding their personal data:

- **Right to Access:** Data subjects have the right to access their personal data and obtain information about how it is being processed.
- **Right to Rectification:** Data subjects have the right to request the correction of inaccurate or incomplete personal data.
- **Right to Erasure:** Data subjects have the right to request the deletion of their personal data under certain conditions.
- **Right to Restriction of Processing:** Data subjects have the right to request the restriction of processing of their personal data under certain conditions.
- **Right to Data Portability:** Data subjects have the right to receive their personal data in a structured, commonly used, and machine-readable format and to transmit it to another Data Controller.
- **Right to Object:** Data subjects have the right to object to the processing of their personal data under certain conditions.

7. Data Collection and Processing

- **Data Collection:** Personal data will be collected only for specific, explicit, and legitimate purposes. Data subjects will be informed about the purposes of data collection at the time of collection.
- **Data Processing:** Personal data will be processed only for the purposes for which it was collected and in accordance with the principles of data protection.
- **Consent:** Where necessary, the consent of the data subject will be obtained before processing their personal data. Data subjects have the right to withdraw their consent at any time.

8. Data Security

- **Technical Measures:** Appropriate technical measures, such as encryption, access controls, and secure storage, will be implemented to protect personal data.
- **Organizational Measures:** Appropriate organizational measures, such as data protection training and policies, will be implemented to ensure the security and confidentiality of personal data.

9. Data Breach Notification

In the event of a data breach, Foosball Clubs USA Inc. will:

- **Notification:** Notify the relevant data protection authority and affected data subjects without undue delay.
- **Investigation:** Conduct a thorough investigation of the breach and take appropriate measures to mitigate the impact and prevent future breaches.
- **Documentation:** Document the details of the breach, including the causes, effects, and actions taken, and maintain records of the breach.

10. Third-Party Data Processors

Foosball Clubs USA Inc. will ensure that third-party data processors comply with data protection requirements. Contracts with third-party data processors will include data protection clauses to safeguard personal data.

11. Training and Awareness

- **Training:** All employees and volunteers will receive training on data protection and privacy policies and procedures.

- **Awareness:** Information about data protection and privacy policies will be communicated to all individuals associated with Foosball Clubs USA Inc.

12. Responsibilities

- **Data Controller:** Ensure compliance with data protection laws and this policy. Oversee data protection practices and respond to data subject requests.
- **Employees and Volunteers:** Understand and comply with data protection policies and procedures. Report any data breaches or concerns to the Data Controller.

13. Review and Revision

This Data Protection and Privacy Policy will be reviewed annually to ensure its effectiveness and relevance. Updates and revisions will be made as necessary to reflect changes in laws, organizational policies, or best practices.

14. Conclusion

Foosball Clubs USA Inc. is dedicated to protecting the privacy and confidentiality of personal data. By adhering to this Data Protection and Privacy Policy, the organization ensures the secure and lawful handling of personal data, fostering trust and confidence among all stakeholders.