



Whitnash Sports & Social Club, Heathcote Rd, Whitnash CV31 2NF
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Data Privacy and Protection Policy

General

The Data Privacy and Protection Policy has been produced to comply with the General Data Protection Regulations, which came into force on 25th May 2018.

Whitnash Sports & Social Club is the Data Controller and Data Processor for the purposes of this policy.

Employees and committee members must follow this policy. Club members, suppliers, contractors, consultants, partners and any other external entity are also covered.

Generally, our policy refers to anyone we collaborate with or act on our behalf and may need occasional access to data.

Scope

The policy applies to Whitnash Sports & Social Club and refers to all parties (members, employees, job candidates, customers, suppliers etc.) who provide any amount of information to us.

Responsibilities

- The Committee will have overall responsibility for ensuring that Whitnash Sports & Social Club complies with its legal obligations.
- A named senior member of the Committee is the Data Co-ordinator.
- The Secretary is responsible for Electronic Security.
- The Committee is responsible for approving Data-Protection-related statements on publicity materials, letters, etc.
- All Committee members and employees are required to read, understand and accept any policies and procedures that relate to the personal data they may handle in the course of their work.

Policy Brief & Purpose

Our Policy refers to our commitment to comply with the law and follow good practice and to treat information of club members, employees, customers, stakeholders and other interested parties with the utmost care and confidentiality, with a view to both protect their interests and those of our own organisation.

With this policy, we ensure that we gather, store and handle data fairly, transparently and with respect towards individual rights.

We will be open and honest with individuals whose data is held, provide training and support for staff who handle personal data, so that they can act confidently and consistently.

Key Risks

We have identified the main risks within our organisation in two key areas:

- Information about individuals getting into the wrong hands, through poor security or inappropriate disclosure of information.
- Individuals being harmed through data being inaccurate or insufficient.

Policy Elements

As part of our operations, we need to obtain and process information. This information includes any offline or online data that makes a person identifiable such as names, addresses, usernames and passwords, digital footprints, photographs, national insurance numbers, financial data etc.

Whitnash Sports & Social Club collects this information in a transparent way and only with the full cooperation, knowledge and consent of interested parties.

Once this information is available to us, the following rules apply.

Our data will be:

- Accurate and kept up-to-date
- Collected fairly and for lawful purposes only
- Processed by the company within its legal and moral boundaries
- Protected against any unauthorised or illegal access by internal or external parties

Our data will not be:

- Communicated informally
- Stored for more than a specified amount of time
- Transferred to organisations or countries that do not have adequate data protection policies
- Distributed to any party other than the ones agreed upon by the data's owner (exempting legitimate requests from law enforcement authorities)

In addition to ways of handling the data the company has direct obligations towards people to whom the data belongs.

Specifically we must:

- Let people know which of their data is collected
- Inform people about how we'll process their data
- Inform people about who has access to their information
- Have provisions in cases of lost, corrupted or compromised data
- Allow people to request that we modify, erase, reduce or correct data contained in our databases



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Actions

To exercise data protection we are committed to:

- Restrict and monitor access to sensitive data
- Develop transparent data collection procedures
- Train employees in online privacy and security measures
- Build secure networks to protect online data from cyberattacks
- Establish clear procedures for reporting privacy breaches or data misuse
- Include contract clauses or communicate statements on how we handle data
- Establish data protection practices (document shredding, secure locks, data encryption, frequent backups, access authorisation etc.)

Our data protection provisions will appear on our website.

Breaches in Policy

All principles described in this policy must be strictly followed.

Any breaches to this policy will be investigated and could result in disciplinary action and possible dismissal of any individuals.

Whitnash Sports & Social Club reserves the right to contact the necessary authorities if there are any breaches to this policy.

This policy will be kept up to date, the policy and the way in which it has operated, is reviewed every year.

Signed:

Name:

Position:

This Policy Statement will only be signed on the original copy (available upon request)

Date Issued: 15/02/18

Review Date: 03/01/19