

Buxton AC Data Protection Policy (17.04. 2018)

Context and Overview

Key details

- Policy prepared by: Sub committee.
- Approved by committee on: 17.April 2018.
- Policy became operational on: 25.May 2018
- Next review Date May 2019

Introduction

Buxton AC needs to gather and use certain information about club members.

This policy describes how this personal data is collected, handled and stored to meet the club's data protection standards — and to comply with the law.

Members are asked to give the data voluntarily and agree to its processing.

What data will we collect

- When you become a member of Buxton AC we will collect certain information about you, which will include your name, date of birth, gender, postal address, email address and telephone numbers.
- If you are a junior member we will also collect the name, address and telephone number of an emergency contact nominated by you.
- If you have a medical condition which may impact on your running you may want to include it in your personal data.

Why this policy exists

This data protection policy ensures Buxton AC:

- Complies with data protection law and follows good practice
- Protects the rights of members.
- Is open about how it stores and processes individuals' data
- Protects itself from the risks of a data breach

Data protection law

- Personal information will be collected, processed and stored safely.
- It will be limited to information which the club needs and will not be disclosed unlawfully.

- Data will only be used for the purpose for which it is collected.
- It will not be excessive and will be regularly kept up to date.
- It will not be kept longer than is necessary and will be protected appropriately.
- These rules apply whether data is stored electronically, or on paper.

People, risks and responsibilities

Policy scope

This policy applies to:

- All members of Buxton AC.
- All committee members
- Coaches, team managers and Volunteers
- Local, area and National clubs and organisations to which Buxton AC is affiliated or linked. eg England Athletics , Northern Athletics, Derbyshire Athletics, and The Fell Runners Association
- Parents and carers of junior members

It applies to all data that the club holds relating to identifiable individuals

Separate consent of members is required before the Club can send out a newsletter and details from race and event organisers and third parties.

Data protection risks

This policy helps to protect Buxton AC from some very real data security risks, including:


- Breaches of confidentiality. Information being given out inappropriately.
- Failing to offer choice. All individuals are free to choose how the Club uses data relating to them.
- Reputational damage. For instance, the Club could suffer if hackers successfully gained access to sensitive data.

Responsibilities

All members of Buxton AC have some responsibility for ensuring data is collected, stored and handled appropriately.

Each person who handles personal data must ensure that it is handled and processed in line with this policy and data protection principles.

However, these people have key areas of responsibility:

- The chairman and committee are responsible for ensuring that Buxton AC meets its legal obligations.
 - The Data Protection Officer (Chairman) will be responsible for:
 - Keeping the committee updated about data protection responsibilities, risks and issues.
 - Reviewing all data protection procedures and related policies, in line with an agreed schedule.
 - Arranging data protection training and advice for the people covered by this policy.
 - Handling data protection questions from members and anyone else covered by this policy.
 - Dealing with requests from individuals to see the data Buxton AC holds about them.
 - Checking and approving any contracts with third parties that may handle the club's sensitive data.
 - Ensuring that up to date anti virus is in place and the data is protected by a strong password
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General member guidelines

- The only people able to access data covered by this policy are those who need it to carry out a specific role in the club (Club secretary, treasurer and members of the club who have a role in organising and recording results of club championships and members entering teams for area and national championships)
- Data should not be shared informally.
- Buxton AC will access training to all members who deal with club data.
- All club members will receive a copy of this policy and will be informed of its importance
- Data will be regularly reviewed and updated if it is found to be out of date. If no longer required, it will be deleted and disposed of. Data will be kept for four years after a member has left the club unless the member wishes their data to be deleted sooner.

Data storage

Data stored on paper, will be kept in a secure place where unauthorised people cannot see it.

- When not required, the paper or files will be kept in a locked drawer or filing cabinet.
- Members will make sure paper and printouts are not left where unauthorised people could see them,
- Data printouts will be disposed of securely when no longer required.

When data is stored electronically, it will be protected from unauthorised access, accidental deletion and malicious hacking attempts:

- Data will be protected by strong passwords that are changed regularly and never shared.
- If data is stored on removable media (like a CD or DVD), these will be kept locked away securely when not being used.
- All servers and computers containing data will be protected by up to date security software and a firewall.

Data use

The only value of personal data to Buxton AC is in making the club run smoothly for the benefit of its members

- Personal data will not be shared informally.

Data accuracy

The law requires Buxton AC to take reasonable steps to ensure data is kept accurate and up to date.

- Data will be held in as few places as necessary.
- The Club will take every opportunity to ensure data is updated.
- Buxton AC will make it easy for data subjects to update the information the club holds about them.
- Data will be updated as inaccuracies are discovered.

Subject access requests

All individuals who are the subject of personal data held by Buxton AC are entitled to:

- Ask what information the club holds about them and why.
- Ask how to gain access to it.
- Be informed how to keep it up to date.
- Be informed how the club is meeting its data protection obligations.
- Have the right to erasure of their data
- Have the right to object to processing
- Right to withdraw consent at any time

If an individual contacts the club requesting this information, this is called a subject access request.

Subject access requests from individuals should be made by email, addressed to the data controller at [Sheila)

The data controller will aim to provide the relevant data within a month.

The data controller will always verify the identity of anyone making a subject access request before handing over any information.

A log will be kept of access requests

Disclosing data for other reasons

In certain circumstances, the Data Protection Act allows personal data to be disclosed to law enforcement agencies without the consent of the data subject.

Under these circumstances Buxton AC will disclose requested data. However, the data controller will ensure the request is legitimate, seeking assistance from the committee and from EA where necessary

Providing information

Buxton AC aims to ensure that individuals are aware that their data is being processed, and that they understand:

- How the data is being used
- How to exercise their rights
- To these ends, the club has a privacy statement