

## **Broughton & North Newington Cricket Club Data Protection Policy**

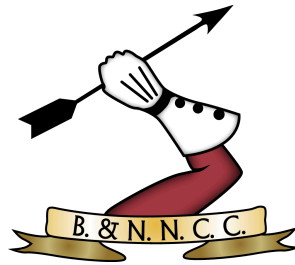
### **General Statement of Duties**

GDPR (General Data Protection Regulation) places certain obligations on sports clubs who process individual's personal data. It regulates how personal information should be used and protects people from misuse of their personal details. Broughton & North Newington Cricket Club holds or uses information and therefore, our data protection policy sets out our commitment to protecting personal data and how we implement that commitment with regards to the collection and use of personal data.

Broughton & North Newington Cricket Club only collect personal data for "domestic or recreational reasons". It is important that Broughton & North Newington Cricket Club still adhere to the principles of GDPR and understand best practice for managing information.

### **1. Broughton & North Newington Cricket Club are committed to:**

- Ensuring that we comply with GDPR principals best we can, as listed below (section 2)
- Meeting our legal obligations as laid down by GDPR May 2018
- Ensuring that data is collected and used fairly and lawfully
- Processing personal data only in order to meet our operational needs or fulfil legal requirements
- Taking steps to ensure that personal data is up to date and accurate
- Establishing appropriate retention periods for personal data
- Ensuring that data subjects' rights can be appropriately exercised
- Providing adequate security measures to protect personal data
- Ensuring that a nominated officer is responsible for data protection compliance and provides a point of contact for all data protection issues (The Secretary)
- Ensuring that all club officers are made aware of good practice in data protection
- Ensuring that everyone handling personal data knows where to find further guidance
- Ensuring that queries about data protection, internal and external to the organisation, are dealt with effectively and promptly
- Regularly reviewing data protection procedures and guidelines within the club

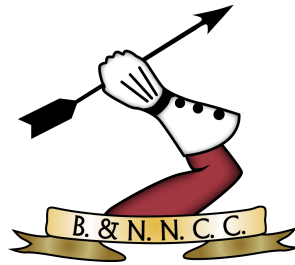


## **2. General Data Regulation Principals**

- Personal data shall be processed fairly and lawfully
- Personal data shall be obtained for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes
- Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed
- Personal data shall be accurate and, where necessary, kept up to date
- Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes
- Personal data shall be processed in accordance with the rights of data subjects under the GDPR Act May 2018
- Appropriate technical and organisational measures shall be taken against unauthorised and unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data
- Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data

## **3. Data Protection Statement and Security**

- All Club Databases and documents containing personal information will be Password Protected.
- Those Officers and Members of the Club responsible for keeping personal data will be duly trained in appropriate security measures in order to keep the data secure.
- Passwords use by these Officers and Members of the Club responsible for keeping personal data will be changed on a regular basis.
- All such Club Databases and documents will be administered by a nominated Club Official. Such Club Official will log all instances where he/she releases such Database or Document to other Committee Members or Club Officials whether that be by electronic transmission or hard copy. The entry in the log will specify 'date', 'time', 'person that the data is released to' and the 'reason for the release' and the up-to-date log will be forwarded to the Chairman at regular intervals by the relevant Club Official.



#### **4. Rights of Access**

Individuals have a right of access to personal information about them which is held by Broughton & North Newington Cricket Club. Any individual wishing to access their personal data should put their request in writing to the Secretary. Broughton & North Newington Cricket Club will endeavour to respond to any such written request as soon as is reasonably practicable and in any event, within 40 days.

You should be aware that certain data is exempt from the right of access under GDPR; this may include information which identifies other individuals, information which Broughton & North Newington Cricket Club reasonably believes is likely to cause damage or distress, or information which is subject to legal professional privilege.

#### **5. Exemptions**

There are situations where access to information may be withheld by Broughton & North Newington Cricket Club:

- a) The GDPR Act contains a number of exemptions when information may be withheld. For Broughton & North Newington Cricket Club purposes these include:
  - information which might cause serious harm to the physical or mental health of a child or another individual;
  - cases where the disclosure would reveal a child is at risk of abuse
- b) Unstructured personal information.

Broughton & North Newington Cricket Club will generally not be required to provide access to information held mutually and in an unstructured way.

#### **6. Monitoring and Review**

This policy will be monitored by the Secretary and will be reviewed annually or at any time when changes to other policies or legislation may affect this current policy.