

# **Halstead Swimming Club**

# **Data Protection Policy**

## **Key details**

**Policy prepared by: Donna Hall - Club Secretary**

**Christina Southgate -**

**Membership Secretary**

**Approved by the Executive Committee on: 21<sup>st</sup> May 2018**

**Policy became operational on: 23<sup>rd</sup> May 2018**

**Next review date: November 2018**

## Introduction

Halstead Swimming Club needs to gather and use certain information about individuals. This policy describes how this personal data must be collected, handled and stored to meet the club's data protection standards — and to comply with the law.

## Why this policy exists

This data protection policy ensures Halstead Swimming Club:

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

## Data protection law

The Data Protection Act 1998 and, from May 2018, the General Data Protection Regulation (GDPR) describes how organisations — including Halstead Swimming Club— must collect, handle and store personal information.

The Privacy and Electronic Communications Regulations (PECR) sit alongside the Data Protection Act. They give people specific privacy rights in relation to electronic communications.

These rules apply regardless of whether data is stored electronically, on paper or on other materials.

To comply with the law, personal information must be collected and used fairly, stored safely and not disclosed unlawfully.

The Data Protection Act and GDPR are underpinned by eight important principles. These say that personal data must:

1. Be processed fairly and lawfully
2. Be obtained only for specific, lawful purposes
3. Be adequate, relevant and not excessive
4. Be accurate and kept up to date
5. Not be held for any longer than necessary
6. Processed in accordance with the rights of data subjects
7. Be protected in appropriate ways
8. Not be transferred outside the European Economic Area (EEA), unless that country or territory also ensures an adequate level of protection

THE GDPR details the following rights:

- the right to be informed;
- the right of access;
- the right to rectification;
- the right to erasure;
- the right to restrict processing;
- the right to data portability;
- the right to object;
- the right not to be subject to automated decision-making including profiling.

## **People, risks and responsibilities**

### **Policy scope**

This policy applies to:

- Members of the Executive Committee
- All members/volunteers of Halstead Swimming Club
- All contractors, suppliers and other people working on behalf of Halstead Swimming Club

It applies to all data that the club holds relating to identifiable individuals, even if that information technically falls outside of the Data Protection Act 1998. This includes:

- Names of individuals
- Postal addresses
- Email addresses
- Telephone numbers
- Date of birth
- Photographs

### **Legal basis for holding and using data**

The GDPR requires each organisation that holds personal data on individuals to define the legal basis on which they hold and use this data.

The Club primarily holds data for Club members/volunteers and will only use this data for legitimate purposes.

The Club will only hold and use data for the purposes detailed in these documents. Hence the Club's legal basis as allowed by the GDPR is "Legitimate Interest".

The absolute minimum data required for the Club to carry out its membership activities are member names, dates of birth and postal addresses. Email addresses and telep

numbers assist the Club to carry out its membership activities efficiently and economically. Members are asked to provide their email addresses and telephone numbers if they are happy for the Club to use them in line with the membership privacy notice.

The Club also holds other personal data on swimming guests, prospective members, land use agreements and members. This data is held for either legal, insurance or for the legitimate activities of the Club.

The Club's legal basis as allowed by the GDPR is again "Legitimate Interest".

## Data protection risks

This policy helps to protect Halstead Swimming Club from some very real data security risks, including:

- **Breaches of confidentiality.** For instance, information being given out inappropriately.
- **Failing to offer choice.** For instance, all individuals should be free to opt out of the club's preferred communication channel. An individual member can choose its preferred level of communication for legitimate reasons i.e. membership renewal, club AGM notification etc.
- **Reputational damage.** For instance, the club could suffer if hackers successfully gained access to sensitive data.

## Responsibilities

The key people appointed to manage data for Halstead Swimming Club have the following responsibilities ensuring data is collected, stored and handled appropriately. Each member that 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 **Executive Committee** is ultimately responsible for ensuring that Halstead Swimming Club meets its legal obligations.
- **Donna Hall (Club Secretary) and Christina Southgate (Membership Secretary)**, have the following responsibilities:
  - Keeping the Executive Committee updated about data protection responsibilities, risks and issues.
  - Reviewing all data protection procedures and related policies.
  - Handling data protection questions from members and anyone else covered by this policy.
  - Dealing with requests from individuals to see the data Halstead Swimming Club holds about them (also called 'subject access requests').

## General member and volunteer guidelines

- The only people able to access data covered by this policy are those who need it for their work (organisation/running of the club)
- Data must not be shared informally. When access to personal data is required members/volunteers can request it from either the Club Secretary or the Membership Secretary.
- Members and volunteers must keep all data secure, by taking sensible precautions and following the guidelines below.
- Strong passwords must be used, and they must never be shared.
- Personal data must not be disclosed to unauthorised people, either within the club or externally.
- Data must be regularly reviewed and updated if it is found to be out of date. If no longer required, it must be deleted and disposed of.
- Members/volunteers must request help from the Club Secretary/Membership Secretary if they are unsure about any aspect of data protection.

## Data storage

This section describes how and where data must be safely stored. Questions about storing data safely can be directed to the Club Secretary/Membership Secretary.

When data is **stored on paper**, it must be kept in a secure place where unauthorised people cannot see it.

This includes data that is usually stored electronically but has been printed out:

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

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

- Data must be protected by strong passwords that are changed regularly and never shared.
- Club laptops containing personal data must be kept locked away securely when not being used.

## **Data use**

Personal data is of no value to Halstead Swimming Club unless the Club can make use of it. However, it is when personal data is accessed and used that it can be at the greatest risk of loss, corruption or theft:

- When working with personal data, members and volunteers must ensure the screens of their computers are always locked when left unattended.
- Personal data must not be shared informally.
- Personal data must never be transferred outside of the European Economic Area.
- Personal data must always be accessed and update using the central copy of any data.

## **Data accuracy**

The law requires Halstead Swimming Club to take reasonable steps to ensure data is kept accurate and up to date.

It is the responsibility of all members and volunteers who work with personal data to take reasonable steps to ensure it is kept as accurate and up to date as possible.

- Data will be held in as few places as necessary. Members and volunteers must not create any unnecessary additional data sets.
- Members and volunteers must take every opportunity to ensure data is updated.
- Halstead Swimming Club will make it easy for data subjects to update the information Halstead Swimming Club holds about them. For instance, via the membership renewal process.
- Data must be updated when inaccuracies are discovered. For instance, if a member can no longer be reached on their stored telephone number or email address, it must be removed from the database.
- Members who unsubscribe from email communication must never be contacted by this method and any email information must be removed from Club record

## **Subject access requests**

All individuals who are the subject of personal data held by Halstead Swimming Club are entitled to:

- Know what information the club holds about them and why.
- Know 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

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 or letter, addressed to the Club Secretary.

The Club will respond to subject access requests free of charge.

The Club Secretary/Membership Secretary will always verify the identity of anyone making a subject access request before handing over any information.

## **Disclosing data for other reasons**

In certain circumstances, the data protection legislation allows personal data to be disclosed to law enforcement agencies without the consent of the data subject.

Under these circumstances, Halstead Swimming Club will disclose requested data. However, the Club Secretary/Membership Secretary with assistance from the Executive secretary will ensure all requests are legitimate. The Executive Committee will seek advice from the club's legal advisers where necessary.

## **Personal data breach**

If there is an actual or suspected personal data breach this must be reported to the Club Secretary/Membership Secretary without delay. We will investigate and determine what action is necessary.

If the breach is likely to result in a high risk of adversely affecting individuals' rights and freedoms, Halstead Swimming Club will:

- Take action to prevent any further data breaches
- Inform those people adversely effected without delay
- Document the data breach and actions taken
- If appropriate, inform the Information Commissioner's office within 72hours.
- If relevant, instigate disciplinary proceedings.

## Providing information

Halstead Swimming Club 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 setting out how data relating to individuals is used by the club. This is available on request. A version of this statement is also available on the website and is included in any membership applications/renewals.

## Electronic Communication

- Email communications will only be used where a person has provided the Club with their email address.
- Having provided an email address and/or telephone number, a member can have those details removed from the Club's records at any time. Individuals are prompted to correct and add or remove details when they join the Club and when they renew their membership.
- For those choosing not to receive emails from the Club, information will be provided on the Club's website and notices at the pool. Membership applications will be sent by post to these individuals.
- Blind copy must be used for members, volunteer group and event participant emails.

## Appendix A - Member privacy statement

*Halstead Swimming Club takes your privacy seriously and we will only use your personal information for legitimate Club purposes. For example, administrating membership, keeping you informed about Club news, events, fund raising, projects and activities, volunteering opportunities and registering teams with swimming leagues. We will keep your personal information for 6 years after your membership has lapsed. It is efficient and economical for the Club to contact you by email or telephone. However, we will only contact you by email or telephone if you have provided the Club with those details. Further information regarding our data protection policy can be obtained by contacting the Club directly or from our website.*