



Beaconsfield Squash Club

Data Protection and Privacy Policy

Beaconsfield Squash and Racket Club is committed to protecting the privacy of personal data that we routinely collect, process and file in the course of our activities according to applicable laws and regulations. The personal data may relate to our members, our employees, our business partners or parents or carers of junior members.

This policy covers personal information related to any living individual that is routinely processed and stored in electronic or paper filing systems, information systems or cloud-based services. This includes personal data that is shared with external parties for processing.

Data Protection Consultant

The club has a Data Protection Consultant lead to inform and advise volunteers, members and staff of their responsibilities, to monitor and ensure compliance, and to be the primary contact at Beaconsfield Squash and Racket Club on data matters.

Principles

The law stipulates that personal data shall be:

- processed lawfully, fairly and transparently
- collected for specified, explicit and legitimate purposes
- adequate, relevant and limited to what is necessary
- accurate and, where necessary, kept up to date
- retained for no longer than is necessary
- processed in a manner that ensures appropriate security

Data Controller Register

To demonstrate compliance with these principles, Beaconsfield Squash Club maintains a Data Controller Register which records the pertinent details of personal data under our control. Members and staff are encouraged to review this register to see what data we routinely collect and process.

Individual Rights

The law provides the following rights for individuals depending on the legal basis for processing:

1. The right to be informed

We will inform individuals of what data is processed and why, by whom and for how long.

2. The right of access

We will provide individuals access to their data upon reasonable request.

3. The right to rectification

We will correct any errors or omissions as advised and propagate to third-parties as necessary.

4. The right to erasure

We will delete personal data if no longer required.

5. The right to restrict processing

We will stop processing the data, subject to legitimate dispute.

6. The right to data portability

We will transmit the data to another organisation where practical.

7. The right to object

We will fulfil requests to prevent direct marketing or profiling.

8. Rights in relation to automated decision making and profiling

We will provide explanation of any automated decisions and opportunity to appeal.

Special Categories

Some personal data is particularly sensitive and must be protected accordingly as it carries greater risk if misused. For example, information about an individual's race, religion, politics, trade union, genetics, biometrics, health, or sexual orientation.

This information may only be collected with the individual's explicit written consent and authorisation from the Data Protection Consultant.

Data Processors

Any personal data that is shared with third-party recipients must be subject to contract to ensure the data is not used for any other purpose than agreed, and that the data will be protected with adequate security controls. All data processors must be authorised by the Data Protection Consultant.

International Transfers

Personal data may only be transferred outside the EU under certain conditions and assurances of adequate protection. Beaconsfield Squash and Racket Club does not undertake such transfers.

Data Protection Impact Assessment

These are required when processing is likely to result in a high risk to the rights and freedoms of individuals. For example, large scale processing of special category data. Beaconsfield Squash and Racket Club does not undertake such activities.

Data Breach Notification

A personal data breach means a breach of security leading to the destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. This means that a breach is more than just losing personal data.

The club has to notify the Information Commissioners Office of a breach where it is likely to result in a risk to the rights and freedoms of individuals. Where a breach is likely to result in a high risk to the rights and freedoms of individuals, we must notify those concerned directly. For example, where special category data has been leaked or customer accounts have been compromised.

A notifiable breach has to be reported to the ICO within 72 hours of the club becoming aware of it. To report a breach or potential breach, contact the Data Protection Lead or Club Chairman immediately.

Subject Access Requests

Anyone who would like to see copies of their personal data on file may submit a subject access request to the Data Protection lead.

Responsibilities

All members, volunteers and staff must comply with this policy and the law. Staff should familiarise themselves with their and any individual's rights and the company's data protection procedures and data controller register. Staff should consult the Data Protection Lead or their manager if they have questions or concerns. Failure to comply may result in disciplinary action or criminal proceedings.

Further Information

<https://ico.org.uk/for-organisations/data-protection-reform/>

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