



## DATA PROTECTION POLICY

The Data Protection Act 1998 regulates the processing of information relating to individuals, this includes the obtaining, holding, using or disclosing of such information and covers computerised records as well as a manual filing system and card indexes.

Shoreham RFC ("SRFC") will hold the minimum personal information necessary to enable it to perform its function. All such information is confidential and needs to be treated with care to comply with this law.

It is therefore the policy of SRFC to comply with the Data Protection principles of good practice which underpin the Act these state that personal data shall:

1. Members will be made aware of the reasons why we require personal information to be collected and have consented to its collection and use. This will be done by a statement printed on any document SRFC requires members to provide any personal information.
2. All personal information relating to individuals will be fairly and lawfully processed and used in maintaining an accurate data base of members' categories, including numbers, for both senior, youth members and whether male or female. This information will only be used to further the aims and objectives of SRFC in maintaining a members' data base for, communicating with all members and having access to any relevant medical information that may be required in the event of an emergency situation and for no other reason.
3. This information will be processed for limited purposes as outlined above.
4. All information held will be adequate, relevant but not excessive.
5. Information will be as accurate and as up to date as possible.
6. Information will only be kept as necessary. Removed and destroyed when a member(s) leaves the club for any reason. A member who has ceased being an active member can request that their contact details remain on the club's data base so that they can receive any relevant club information.
7. Personal information will be processed in accordance with the individual's rights.
8. All personal information on members of the club will be dealt with professionally and kept subject to appropriate security measures as outlined in point 9 below.
9. This includes all personal data that is stored electronically which, where practically possible should be either encrypted or if stored on a personal computer MUST be PASSWORD PROTECTED. Data held on paper records (team managers' files containing telephone numbers, medical conditions and allergies of players etc.) MUST be kept secure at all times and only divulged to those persons who have a need to know.
10. All personal data held by the club on a member must and will be freely accessible for that member to view as outlined below.
11. Information will not be transferred outside the European, Economic, Area (EEU)

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## INDIVIDUAL'S RIGHTS TO ACCESS PERSONAL INFORMATION

Under the act you are allowed to ask the club for information it holds about you as an individual. If you wish to make an enquiry about yourself you can do so in writing to the club Chairman. You will then have to provide proof of identity once this has been done the club will respond to a request within 40 days.

Should a member feel they are being denied access to personal information they are entitled to, or feel the information has not been handled according to the principles above, they can contact the Information Commissioner's Office for help.

SRFC and all those members who process, or use personal data must ensure that they abide by these principles at all times. This policy has been developed to ensure this happens.

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