



Luctonians Sports Club

General Data Protection Regulation Policy

This General Data Protection Regulation (GDPR) policy is an overarching policy and is designed to be read in conjunction with other policies that deal with specific aspects of data protection and data security. The Policy sets out Luctonians Sports Club Ltd and Luctonians Ltd commitment to protecting personal data and how both entities will implement that commitment with regards to the collection and use of personal data and special category data as defined in the GDPR.

Luctonians Sports Club Ltd wholly owns Luctonians Ltd and as such it is recognised by both entities that they must comply with GDPR and as defined in the resource sharing agreement that both will comply with the same policies and procedures in respect of data protection and security. Throughout the policies and procedures any reference to 'the Club' will mean both Luctonians Sports Club Ltd and Luctonians Ltd.

The Club recognises that it must produce policies that cover data handling from various aspects, that the Club is a Data Controller and a Data Processor. It recognises that it must meet the requirements of Members, Staff and other individuals as well as the requirements of other parties such as the governing bodies of other sports as well as official bodies it is required to supply personal data to.

The Club is committed to:

- Ensuring that we comply with the eight data protection principles, as listed below
- Meeting the legal obligations as laid down by the General Data Protection Regulations
- 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 to provide a point of contact for all data protection issues
- Ensuring that all club officers are made aware of good practice in data protection
- Providing adequate training for all staff responsible for personal data
- Ensuring that everyone handling personal data knows where to find further guidance
- Ensuring that enquiries about data protection, internal and external to the organisation, are dealt with effectively and promptly. For requests made by the Police or other legal authority such as HMRC see Appendix A
- Regularly reviewing data protection procedures and guidelines within the club

Data protection principles

1. Personal data shall be processed fairly and lawfully
2. 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
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed
4. Personal data shall be accurate and, where necessary, kept up to date
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes
6. Personal data shall be processed in accordance with the rights of data subjects under the General Data Protection Regulations.
7. Data subjects have the right to access their personal data and to make requests as stipulated in the GDPR

Cont...



Luctonians Sports Club

8. 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
9. 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

Consent to keeping and using Personal Data

The Club recognises that although it collects and process personal data under the lawful authority of Legitimate Interest, there are times when individuals will be asked to consent to giving their data for specific reasons to be used in specific defined ways. When this is the case the Club will seek specific consent, and will give a detailed reason why and how this requested data will be used. If a person gives such consent they have the right to request that the Club stops processing their data for that purpose at any time without giving a reason. Upon receiving such a request, the Club will stop processing such data as soon as is reasonably practicable.

Personal Data and Special Category Retention and Destruction

Unless specifically stated in any other under mentioned Policies personal data given to the Club will be retained for a period of 3 years after last use. In cases of personal data that is linked to financial matters such data will be retained in accordance with HMRC's instructions.

Special Category data (such as medical information) will be retained for as long as is necessary and as soon as such information is no longer necessary or required to be kept or at the instruction of the data subject it will be deleted or destroyed at the earliest opportunity.

When data is to be destroyed or deleted it will be done securely and efficiently. Data that is electronically held will be subject to permanent secure deletion in a way that it cannot ever be recovered.

The destruction of written data or paper recorded data and files will be done via the following process:

1. All such data will be returned to the club office for destruction
2. The Club Office will hold a suitable secure receptacle in an accessible place for members to return such data to
3. The Club office will have a suitable secure receptacle in the office area for club staff to use for the collection of such data to be destroyed
4. A nominated Club employee will be responsible for the collection of items from the receptacles then shred the data using a cross shredder. The resultant waste can then be disposed of accordingly
5. The secure receptacles will have key access, the keys will be kept in the secure key cupboard and every time access is required to these receptacles a record will be made of the time and date the access was made, who had access and the reason for access.

See also GDPR Data Security Policy

Data Protection by design

A key principle of the General Data Protection Regulation is Data Protection by design. This means that data protection needs to be a key element in the day-to-day workings of the Club. It should become second nature when any new project or functionality of the club is introduced that data protection issues are considered and addressed at the outset and a Data Protection Impact Assessment is carried out.

It is accepted that as technology develops, and new technology is introduced so data protection policies and procedures need to be reviewed and updated to meet the possible demands of such developments.

Cont...



Luctonians Sports Club

Following the above two principles will mean that the Club is able to keep its Data Protection policies up-to-date and relevant to the data processing and recording that it is doing.

All GDPR policies and procedures will be reviewed every 3 years since their last review or amendment to ensure that they are relevant and fit for purpose. All recorded Policies and Procedures will display the Month and Year that they were last reviewed and so are kept current.

Beaches of the General Data Protection Regulations

Any identified breach of the General Data Protection Regulation or of the Club's Policy and Procedures in respect of GDPR must be reported immediately to the Club's Data Protection Officer for investigation.

The Club's Data Protection Officer will be responsible for carrying out any investigation within the stipulated time frames and the reporting of relevant breaches to the Information Commissioner's Office (ICO) if applicable.

On completion of the investigation, the Data Protection Officer will report to the Management Committee of Luctonians Sports Club with recommendations of actions to be taken. If it is recommended that disciplinary procedures should be invoked against any identified individual, then the Club's discipline policy and procedure will be followed.

If required the Club will assist in every way possible any investigation required to be undertaken by the ICO or other lawful authority. Any resultant recommendations made by the ICO will be implemented.

Other relevant General Data Protection Regulation Policies

The above policy should be read in conjunction with the following policies, procedures and documents:

- GDPR Children's Policy
- GDPR Data Security Policy
- GDPR Electronic Communications
- GDPR Lawfully Authority Assessment Policy
- GDPR Marketing Policy
- GDPR Privacy Notice (Adult)
- GDPR Privacy Notice (Children & Young Persons)
- GDPR Subject Access Request Procedure
- GDPR Subject Access Request
- GDPR Websites, Social Media Platform the taking and storing of Images and Videography

For further information on data protection please visit the Information Commissioner's Officer website www.ico.org.uk

Nothing in the above policies affects any single individual's personal rights.

Cont...



Luctonians Sports Club

Appendix A

Disclosure of personal information to the Police for crime related purposes

1. Identity confirmation?

Is the officer requesting information who they say they are? If physically present they should have official ID. If contact is by phone you should ask for a number to speak to a senior colleague to check.

No

Inform the Police. Don't release information

Yes

2. Emergency Request?

Confirm this is an emergency request, i.e. if the information is not provided immediately it would place one or more individuals at significant risk of harm. Just because an officer is physically present does not mean it is an emergency,

No

Consider involving others (Caldicott Guardian etc). Go to 3.

Yes

3. Statutory Requirement?

Is the police officer seeking information that you are obliged to provide by law? E.g. details that might help identify someone involved in a road traffic accident or terrorism. If a statutory duty to provide information is claimed then seek details from the police officer and record the relevant statute along with details of the information you have provided.

Yes

Disclose the minimum information required and document what has been disclosed¹

No

4. Section 29 Exemption?

Note that a Data Protection Act Section 29 exemption does not provide a statutory requirement to disclose information, nor do permissive legislation such as the Police and Criminal Evidence Act 1984 or the Crime and Disorder Act 1988. Confirm that the officer asking for the information is doing so to prevent or detect a crime or prosecute an offender. If a Section 29 exemption is claimed get this in writing, signed by a senior officer, and ensure there is:

No

If the Police Officer is requesting information for purposes other than crime prevention or detection then refuse the request

- A clear indication that the Police are confident that they are working within the framework of the DPA and will satisfy all relevant DPA requirements
- Clarification on whether informing the individual about the disclosure would prejudice the investigation
- A clear description of the specific information that is requested

Yes

5. Is the information requested confidential?

Anything beyond basic demographic details (name, address, age, sex) is likely to be confidential and even these basic details will be confidential if associated with other more confidential information such as attendance at a clinic or details of care and treatment.

No

Provide the requested non-confidential information and document what has been disclosed¹

Yes

6. Does the Public Interest warrant disclosure?

Will the information help the police with a serious crime such as murder, terrorism, safeguarding children or adults at risk of abuse or neglect, rape, kidnapping, gun or knife injuries, significant public health risks, significant risk to one or more individuals?

No

Do not disclose without explicit consent. Discuss this option with the police officer before proceeding

Yes

7. Disclose the minimum information needed to help the police - document what you have done¹