



HOLY TRINITY DINTING CRICKET CLUB

General Data Protection Regulation ('GDPR') Policy

Holy Trinity Dinting Cricket Club are committed to ensuring that we comply with GDPR principals as listed below:

- 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 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 provide 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.
- Providing adequate training for all staff responsible for personal data.
- 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 Clubs procedures.

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 United Kingdom 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.

Data Protection Statement and Security:

- All Club Registration/Application forms and Coaches /Managers Details forms contain our data protection statement.
- To comply with the GDPR Act May 2018 we need to inform you that your personal data will be securely stored on a Dinting Cricket Club database and will only be made available to Committee Members and Cricket Club Officials where appropriate. You will need to give us your consent to collect and store your personal data.
- If you are a child under the age of 18, your parent/guardian will need to consent to us collecting and storing your personal data.
- You will also need to understand why we need to collect and store your personal data. Consent can be withdrawn at any time, by contacting Dinting Cricket Club's Secretary.
- 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 to keep the data secure.
- Passwords used by these Officers and Members of the Club responsible for keeping personal data will be changed on a regular basis.

Rights of Access:

Individuals have a right of access to personal information about them which is held by Dinting Cricket Club. Any individual wishing to access their personal data should put their request in writing to the Secretary. Dinting 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 Dinting Cricket Club reasonably believes is likely to cause damage or distress, or information which is subject to legal professional privilege.

Exemptions:

There are situations where access to information may be withheld by Dinting Cricket Club.

The GDPR Act contains several exemptions when information may be withheld. For Dinting 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.

Unstructured personal information.

Dinting Cricket Club will generally not be required to provide access to information held mutually and in an unstructured way.

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.

Neil Joy

NEIL JOY

Secretary

5 April 2022