



# STOUR VALLEY CANOE CLUB

## SVCC Personal Data Protection Policy

**Club Name:** Stour Valley Canoe Club

Our data protection policy sets out our commitment to protecting personal data and how we implement that commitment with regards to the collection and use of personal data.

### Definitions

- Personal data is any information relating to an identified or identifiable living person, who can be identified directly or indirectly; it may include name, address, email address, phone number, IP address, location data, cookies, a recording of a call and similar information.
- Processing' means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means. Processing activities include the collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of the data.
- Personal data breach is an accidental or unlawful loss, alteration, unauthorized disclosure of, or access to, personal data transmitted, stored or otherwise processed

### Who does this policy apply to?

This policy applies to all club members, including committee members, who have access to personal data of other club members.

*All volunteers at SVCC who have access to personal data must fully understand and comply with their obligations set out in this policy in relation to data protection and the personal data that are processing.*

*All SVCC members volunteering on behalf of the club must ensure that any data processing activities they are involved with comply with this policy and the requirements set out within it. This includes ensuring that data is not stored or handled incorrectly, be careless with such information or otherwise process data that causes the Club to be in breach of its data protection law obligations.*

*All processing of personal data by volunteers at SVCC must be done in accordance with the following data protection principles, which are set out in UK General Data Protection Regulation 2018 ("UK GDPR") as well as other relevant data protection legislation.*

*Any personal data processed by volunteers at SVCC for any purpose must be done fairly, for a specific lawful purpose and we must also be open and transparent to the club members as to how the data will be used and for what purposes.*

**Any personal data breach should be reported to a member of the SVCC**



## STOUR VALLEY CANOE CLUB

**committee and efforts must to made to mitigate any risk and potential negative consequences for individuals. The SVCC committee will consider whether the breech should be reported to the ICO and put in place procedures to stop similar breeches happening in the future.**

### **We are committed to:**

- Ensuring that we comply with the eight data protection principles, as listed below
- Meeting our legal obligations as laid down by the UK Data Protection Act 2018 (DPA).
- Ensuring that data is collected and used fairly and lawfully for a specific purpose, i.e., the operational activities of the Club
- Processing personal data required 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, i.e., by specifying any periods for which personal data will be stored
- Specifying the recipients of any personal data shared with third parties, for example, with external qualified trainers or organisations relevant to the operational needs of the club and/or the objectives of its members
- Ensuring that data subjects' rights can be appropriately exercised, including the right to have their data deleted
- Providing adequate security measures to protect personal data
- Ensuring that a nominated officer is responsible for data protection compliance and provides 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 volunteers 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 club



# STOUR VALLEY CANOE CLUB

## Personal data protection principles according to GDPR

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. Lawful purposes for processing personal data based on Article 6 of the UK GDPR are as follows:
  - i) **Consent** - the individual has explicitly and freely given consent to process their data for a specific purpose.
  - ii) **Contract** - the processing is necessary for a contract you have with the individual or because they have asked you to take specific steps before entering a contract.
  - iii) **Legal Obligation** - the processing is necessary to comply with the law (not including contractual obligations).
  - iv) **Vital interests** - the processing is necessary to protect someone's life.
  - v) **Public task** - the processing is necessary to perform a task in the public interest or for official functions and the task or function has a clear basis in law.
  - vi) **Legitimate interests** - the processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those interests.
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 Data Protection Act 2018 (DPA).



## STOUR VALLEY CANOE CLUB

7. 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
8. 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

### **Rights of individuals about their personal data**

*Data protection legislation provide individuals with a number of rights in respect of the personal data that an organization may hold. The main rights are as follows:*

- The right to be informed about what data is held about them and why
- The right of access to information that the SVCC holds about an individual
- The right to rectification, that is to have data held about them amended or updated
- The right to erasure of information held about them
- The right to restrict processing, that is to request that personal data being processed about them is restricted or blocked
- The right to data portability, that is the right to have data about them transferred or provided to them, or a third party, in a certain format
- The right to object to information about them being processed in certain circumstances
- Rights in relation to automated decision making and profiling

Updated 2024-10-17