

## SALISBURY ROVERS FC DATA PROTECTION POLICY



### **General Principles:**

Salisbury Rovers FC necessarily processes personal data regarding our players, coaches, committee members and other volunteers and as such is required to comply with the Data Protection Act 1998.

We will take all reasonable steps to do so in accordance with this Policy by endeavouring to comply with the relevant Data Protection Principles contained in this Act (see below).

### **Personal Data**

Personal data is any information about a living identifiable individual. This includes information necessary for Salisbury Rovers FC Membership Applications and Records, FA and Charity Commission Registrations, and Operational and Administration purposes - such as name, address and contact details, and other appropriate personal information.

### **Data Protection Principles**

Data must be:

1. Fairly and lawfully processed.
2. Personal data shall be obtained only 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 this Act.
7. Appropriate technical and organisational measures shall be taken against unauthorised or 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.

### **Accuracy**

Salisbury Rovers FC will endeavour to ensure that all personal data held is accurate. Individuals must notify the Club Secretary of any changes to information held about them and have the right to request that inaccurate information be erased.

### **Processing of Personal Data**

Personal data will normally remain confidential and only be disclosed to third parties on a need to know basis subject to authorisation by the Club Secretary and the consent of the individual concerned. Exceptions to this are necessary information for club operations (such as team management, League Registrations, etc), Emergency Services intervention, or as otherwise required by law. All club officers responsible for processing personal data will be made familiar with this policy

### **Exemptions**

Certain data is exempted from the provisions of the Data Protection Act. This includes:

- The prevention or detection of crime
- Where the processing is necessary to exercise a right or obligation conferred or imposed by law upon Salisbury Rovers FC
- References given by Salisbury Rovers FC

### **Rights of Access to Information**

Individuals have a right of access to personal information held by Salisbury Rovers FC. Any individual wishing to access his/her personal data should make a request in writing to the Club Secretary who will endeavour to respond to and action any such written requests as soon as reasonably practicable. You may be required to provide verification of your identity and to pay an administrative fee (currently £10). To comply with data protection confidentiality certain data may be withheld if it identifies a third party.

### **Data Protection Controller**

Salisbury Rovers FC is the legal Data Controller with day to day responsibility delegated to the Club Secretary and Treasurer for general administrative, liaison and financial operations. These Officers will endeavour to ensure that all personal data is processed in compliance with this Data Protection Policy.

### **Enforcement**

If anyone believes that Salisbury Rovers FC has not complied with this Policy or acted in accordance with the Data Protection Act, they should inform the Club Secretary who will ensure that any such reported breach of security is investigated.

### **Information Security**

All personal data will be stored by the named Club Officers in their homes and will only be accessible to authorised personnel. Information stored on computers will have backup copies made regularly and kept off-site in a secure place.