

CHESHIRE COUNTY ASSOCIATION DATA PROTECTION POLICY

Our Policy

The Cheshire County Association is committed to complying with data protection law and respecting the rights of individuals. This policy applies to all members.

This policy sets out our approach to data protection and the principles we apply to processing of personal data. It is to be used in conjunction with the privacy policy.

Safeguarding issues have priority over data protection and may require personal information to be shared without the consent of the individual (for serious or criminal issues for example) but the information will remain confidential as far as is feasible in the particular circumstances, and the rights of individuals will be respected as far as possible.

We recognise that the committee have a vital role to play in these aims and this policy will enable those aims to be met. It also sets out the consequences of failing to comply with data protection law. It is not an exhaustive document and it may be necessary to seek further advice if needed.

1. Who is responsible for data protection?
 - 1.1 All committee members
 - 1.2 We have appointed a data protection officer (DPO) to oversee the processes
2. Why do we have a policy?
 - 2.1 To ensure respectful and compliant processing of the personal data of all our members
 - 2.2 To ensure individual rights are maintained
 - 2.3 It acts in accordance with other policies (privacy, consent, IT security)
3. Implications of breach
 - 3.1 any breach may have serious implications
 - 3.2 The policy is written with both the GDPR and DPA 2018 in force
 - 3.3 All data must be processed in accordance with the DPA
4. Key words
 - 4.1 Personal data. Any data related to an individual, and can be used to identify that individual
 - 4.2 Identifiable data. Any data that can identify an individual or group of people
 - 4.3 Processing. The use the county association makes of the data
5. Personal data processed by the county
 - 5.1 The data is only collected for the purposes outlined in the privacy policy
 - 5.2 Consent will be for any information collected
 - 5.3 Some data is collected for long term use (see privacy policy)
 - 5.4 Name
 - 5.5 Gender
 - 5.6 Age or age category

- 5.7 Contact details – may be postal or e-mail addresses or phone numbers
 - 5.8 County shoot results
 - 5.9 County records
 - 5.10 County awards
 - 5.11 Related to Coaching
 - 5.12 Related to Judging
6. Lawful Basis for processing
- 6.1 The data is required by the county association for legitimate reasons (to allow the upkeep of county records, awards tournament results).
 - 6.2 The subject has consented to the information processing (for example video or photography-including social media, website and club material)
7. When and how do we process data?
- 7.1 To maintain a list of committee members and their contact details
 - 7.2 To maintain a list of Club secretaries, or other club officials who need to be informed of the Association's business. Including, but not limited to, club treasurers and club safeguarding officers.
 - 7.3 To keep county records updated
 - 7.4 To keep records of awards by the county and tournament results
 - 7.5 To keep the historical records of the county association
 - 7.6 To allow the resolution of disagreements and complaints.
 - 7.7 To investigate any allegations of misconduct, or safeguarding issues.
 - 7.8 Data is accurate, up to date, confidential and encrypted, and not kept for longer than is needed (see privacy policy)
8. Subject Access Request
- 8.1 Any member can ask to see the data the county association keeps on them
 - 8.2 Any member can ask for correction of inaccurate data, or update data (for example contact details)
 - 8.3 Ask for data to be erased (the right to be forgotten)
 - 8.4 The right to object to processing of their data
 - 8.5 These requests must be dealt with in a timely and sensitive matter, usually within one month of the request (usually made in writing).
9. Practical matters
- 9.1 Encrypt all data
 - 9.2 Restrict access to those who really need it
 - 9.3 Never leave data in a public place
 - 9.4 Never leave any items containing personal data in unsecured locations (don't leave your laptop on the bus!)
 - 9.5 Use password protection on files containing personal data
 - 9.6 Shred any documents when no longer needed
 - 9.7 Do not transfer any county data to a third party without explicit consent
 - 9.8 Notify the DPO of any breach or loss of data and investigate
 - 9.9 Prevent, Protect, Investigate against breaches