



Bradford on Avon Rowing Club Data Protection Policy

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.

We are committed to:

- Ensuring that we comply with the six data protection principles, as summarised below
- Meeting our legal obligations as laid down by the General Data Protection Regulations (GDPR) 2018
- 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 club 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 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 club, are dealt with effectively and promptly
- Regularly reviewing data protection procedures and guidelines within the club

The Six Data Protection Principles

1. Lawful, fair and transparent

There has to be legitimate grounds* for collecting the data and it must not have a negative effect on the person or be used in a way they wouldn't expect.

2. Limited for its purpose

Data should be collected for specified and explicit purposes and not used in a way someone wouldn't expect.

3. Adequate and necessary

It must be clear why the data is being collected and what will be done with it. Unnecessary data or information without any purpose should not be collected.

4. Accurate

Reasonable steps must be taken to keep the information up to date and to change it if it is inaccurate.



5. Not kept longer than needed

Data should not be kept for longer than is needed, and it must be properly destroyed or deleted when it is no longer used or goes out of date.

6. Integrity and confidentiality

Data should be processed in a way that ensures appropriate security, including protection against unauthorised or unlawful processing, loss, damage or destruction, and kept safe and secure

(*'Legitimate Grounds' for BOARC is based on Consent from Members when joining through signing the Membership Form.)

Approved and Adopted by BOARC Committee on 09/04/2018