



DATA PROTECTION AND PRIVACY POLICY

Lindum Squash Club is committed to protecting the privacy of personal data that is routinely collected, processed, and filed in the course of **Lindum Squash Club's** activities according to applicable laws and regulations. The personal data may relate to members, employees, business partners, stakeholders, or parents or carers of junior members.

This policy covers personal information related to any living individual that is routinely processed and stored in electronic or paper filing systems, information systems or cloud-based services. This includes personal data that is shared with external parties for processing.

Principles

The law stipulates that personal data shall be:

- processed lawfully, fairly and transparently
- collected for specified, explicit and legitimate purposes
- adequate, relevant and limited to what is necessary
- accurate and, where necessary, kept up to date
- retained for no longer than is necessary
- processed in a manner that ensures appropriate security

Individual Rights

The law provides the following rights for individuals depending on the legal basis for processing:

1. The right to be informed

Lindum Squash Club will inform individuals of what data is processed and why, by whom and for how long.

2. The right of access

Lindum Squash Club will provide individuals access to their data upon reasonable request.

3. The right to rectification

Lindum Squash Club will correct any errors or omissions as advised and propagate to third-parties as necessary.

4. The right to erasure

Lindum Squash Club will delete personal data if no longer required.

5. The right to restrict processing

Lindum Squash Club will stop processing the data, subject to legitimate dispute.

6. The right to data portability

Lindum Squash Club will transmit the data to another organisation where practical, but only with the written consent of the individual to whom the data relates.

7. The right to object

Lindum Squash Club will fulfil requests to prevent direct marketing or profiling.

8. Rights in relation to automated decision making and profiling

Lindum Squash Club will provide explanation of any automated decisions and opportunity to appeal.

Special Categories

Some personal data is particularly sensitive and must be protected accordingly as it carries greater risk if misused. For example, information about an individual's race, religion, politics, trade union, genetics, biometrics, health, or sexual orientation.

This information may only be collected with the individual's explicit written consent and authorisation from the Chairman for the time being of **Lindum Sports Association**.



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Data Processors

Any personal data that is shared with third-party recipients must be subject to contract to ensure the data is not used for any other purpose than agreed, and that the data will be protected with adequate security controls. Please note that data will only be shared with third parties if the individual to whom the data relates has given consent. All data processors must be authorised by the Chairman for the time being of **Lindum Sports Association**

Data Breach Notification

A personal data breach means a breach of security leading to the destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. This means that a breach is more than just losing personal data.

Lindum Squash Club is under a duty to notify the Information Commissioners Office of a breach where it is likely to result in a risk to the rights and freedoms of individuals. Where a breach is likely to result in a high risk to the rights and freedoms of individuals, **Lindum Squash Club** must notify those concerned directly.

A notifiable breach has to be reported to the ICO within 72 hours of the club becoming aware of it.

To report a breach or potential breach, contact the Chairman for the time being of the **Lindum Sports Association** immediately.

Subject Access Requests

Anyone who wishes to see copies of their personal data on file may submit a subject access request to the Chairman for the time being of the **Lindum Sports Association**.

Responsibilities

All members, volunteers and staff must comply with this policy and the law. Members, staff and volunteers should familiarise themselves with their responsibilities and also with the **Lindum Squash Club's** data protection procedures. Members, staff and volunteers should consult the Chairman for the time being of the **Lindum Sports Association** if they have questions or concerns.