

Dart Totnes Amateur Rowing Club

Data Protection Policy, including Key Procedures

HEADING	SECTION CONTENT
<p>Aims of this Policy</p>	<p>Dart Totnes Amateur Rowing Club (DTARC) needs to keep certain information on members, volunteers, committee members and those with responsibility for junior members to carry out its day to day operations, to meet its objectives and to comply with legal obligations.</p> <p>The organisation is committed to ensuring any personal data will be dealt with in line with the Data Protection Act 1998. To comply with the law, personal information will be collected and used fairly, stored safely and not disclosed to any other person unlawfully.</p> <p>The aim of this policy is to ensure that everyone handling personal data is fully aware of the requirements and acts in accordance with data protection procedures. This document also highlights key data protection procedures within the organisation.</p> <p>This policy covers trustees and volunteers</p>
<p>Definitions</p>	<p>In line with the Data Protection Act 1998 principles, DTARC will ensure that personal data will:</p> <ul style="list-style-type: none"> • Be obtained fairly and lawfully and shall not be processed unless certain conditions are met • Be obtained for a specific and lawful purpose • Be adequate, relevant but not excessive • Be accurate and kept up to date • Not be held longer than necessary • Be processed in accordance with the rights of data subjects • Be subject to appropriate security measures • Not to be transferred outside the European Economic Area (EEA) <p>The definition of ‘Processing’ is obtaining, using, holding, amending, disclosing, destroying and deleting personal data. This includes some paper based personal data as well as that kept on computer.</p> <p>The Personal Data Guardianship Code suggests five key principles of good data governance on which best practice is based. The organisation will seek to abide by this code in relation to all the personal data it processes, i.e.</p> <ul style="list-style-type: none"> • Accountability: those handling personal data follow publicised data principles to help gain public trust and safeguard personal data. • Visibility: Data subjects should have access to the information about themselves that an organisation holds. This includes the right to have incorrect personal data corrected and to know who has had access to this data. • Consent: The collection and use of personal data must be fair and



	<p>lawful and in accordance with the DPA's eight data protection principles. Personal data should only be used for the purposes agreed by the data subject. If personal data is to be shared with a third party or used for another purpose, the data subject's consent should be explicitly obtained.</p> <ul style="list-style-type: none"> • Access: Everyone should have the right to know the roles and groups of people within an organisation who have access to their personal data and who has used this data. • Stewardship: Those collecting personal data have a duty of care to protect this data throughout the data life span. •
<p>Type of information processed</p>	<p>DTARC processes the following personal information:</p> <p>Members - Names, addresses, contact details, relevant health details and record of British Rowing or other certificates. Those with parental responsibility for junior members - Names, addresses, contact details.</p> <p>Committee Members, Office Holders and volunteers - Names, addresses, contact details, relevant health details, information relevant to DBS applications and British Rowing or other relevant certificates.</p> <p>Personal information is kept in the following forms: paper and electronic records.</p> <p>Groups of people within the organisation who will process personal information are designated committee members and designated volunteers.</p> <p>Sensitive Personal Data means information about ethnic origin, political opinions, religious beliefs, membership of a trade union, physical or mental health, criminal convictions.</p> <p>This will only be accessed by designated officers or volunteers and only when necessary to ensure the safety and wellbeing of the individual or others.</p>
<p>Responsibilities</p>	<p>Under the Data Protection Guardianship Code, overall responsibility for personal data in a not for profit organisation rests with the governing body. In the case of DTARC this is the Committee that is responsible for</p> <ul style="list-style-type: none"> • understanding and communicating obligations under the Act • identifying potential problem areas or risks • producing clear and effective procedures <p>All those who process personal information must ensure they not only understand but also act in line with this policy and the data protection principles.</p> <p>The sanction imposed for a breach of this policy will depend on the seriousness of the issue. It may range from the individual(s) being formally cautioned on the breach, prevented from accessing any personal data or</p>

	have their membership cancelled.
Policy Implementation	<p>To meet our responsibilities the Committee and volunteers will:</p> <ul style="list-style-type: none"> • Ensure any personal data is collected in a fair and lawful way; • Explain why it is needed at the start; • Ensure that only the minimum amount of information needed is collected and used; • Ensure the information used is up to date and accurate; • Review the length of time information is held; • Ensure it is kept safely; • Ensure the rights people have in relation to their personal data can be exercised <p>We will ensure that:</p> <ul style="list-style-type: none"> • Everyone managing and handling personal information is trained to do so. • Anyone wanting to make enquiries about handling personal information, whether a committee member, member or volunteer, knows what to do; • Any disclosure of personal data will be in line with our procedures. • Queries about handling personal information will be dealt with swiftly and politely.
Training	<p>Training and awareness raising about the Data Protection Act and how it is followed in this organisation will take the following forms:</p> <p>[On induction: This policy will be presented on induction day together with a Q&A session to emphasise the key elements.</p> <p>General training/ awareness raising: those who are unable to attend the induction day will receive a one-to-one briefing on the policy.]</p>
Gathering and checking information	<p>Before personal information is collected, we will consider what personal data is essential to enable the effective and safe operation of DTARC.</p> <p>We will inform people whose information is gathered about the following: How the data may be used and for how long it will be retained.</p> <p>Names, addresses and contact details of volunteers and members will be retained for three years Details of any certificates or prizes awarded by DTARC will be retained for up to 5 years</p> <p>We will take the following measures to ensure that personal information kept is accurate: We will ask all members and others to update their information at least once a year.</p> <p>Sensitive Personal Data (as defined above) will not be used apart from the exact purpose for which permission was given and will not be retained for more than 12 months. Members will be asked to provide these details every</p>

	year.
Data Security	<p>DTARC will take steps to ensure that personal data is kept secure at all times against unauthorised or unlawful loss or disclosure. The following measures will be taken:</p> <p>Paper based records will be kept in a locked filing cabinet and accessed only by those designated to do so.</p> <p>Electronic records will be kept on password protected computers.</p> <p>Personal data will not be held on smart phones or PDA's except for names and contact numbers/emails when required for the efficient organisation of DTARC or events. These details should be deleted when no longer required</p>
Subject Access Requests	<p>Anyone whose personal information we process has the right to know:</p> <ul style="list-style-type: none"> • What information we hold and process on them • How to gain access to this information • How to keep it up to date • What we are doing to comply with the Act. <p>They also have the right to prevent processing of their personal data in some circumstances and the right to correct, rectify, block or erase information regarded as wrong.</p> <p>Individuals have a right under the Act to access certain personal data being kept about them on computer and certain files. Any person wishing to exercise this right should apply in writing to the Principal.</p> <p>We may make a charge of £10 on each occasion access is requested.</p> <p>The following information will be required before access is granted:</p> <ul style="list-style-type: none"> • Full name and contact details of the person making the request • their relationship with DTARC (former/ current member or other) • Any other relevant information- e.g. timescales involved <p>We may also require proof of identity before access is granted. The following forms of ID will be required: Passport or photo-driving licence and evidence of address – utility bill or bank statement.</p> <p>Queries about handling personal information will be dealt with swiftly and politely.</p> <p>We will aim to comply with requests for access to personal information as soon as possible, but will ensure it is provided within the 40 days required by the Act from receiving the written request and relevant fee.</p>
Review	This policy will be reviewed at intervals of two years to ensure it remains up to date and compliant with the law.

Declaration	<p>I confirm I have read and understood Dart Totnes Amateur Rowing Club's Data Protection Policy and will act in accordance with it.</p> <p>I am connected with this organisation in my capacity as a</p> <ul style="list-style-type: none"> <input type="checkbox"/> Member <input type="checkbox"/> Couch <input type="checkbox"/> Management committee member <p>Signature: Print name: Date:</p> <p>Please return this form to [Name].</p>
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DPA Notice and Consent for use on application forms for membership or specific activity

Data Protection Act

The personal information that you provide on this form or subsequently will be used and retained by Dart Totnes Amateur Rowing Club (DTARC) to carry out its day to day operations, to meet its objectives and comply with legal obligations. DTARC will not pass your personal details to any third party other than those that may be required for the issue of certificates or in the case of emergency to any person providing assistance to you. A copy of our Data Protection Policy and Procedures will be provided on request.

Please sign here to confirm your agreement to your personal details being used by DTARC.

Signed..... Print Name..... Date

