



DATA PROTECTION POLICY

1 Introduction

Garioch Roadrunners needs to collect and use certain types of information about the Data Subjects who come into contact with it in order to function as a running club. This personal information must be collected and dealt with appropriately— whether on paper, in a computer, or recorded on other material - and there are safeguards to ensure this under the Data Protection Act 1998.

The following definitions of the technical terms we have used are intended to aid understanding of this policy.

Data Controller – The person or organisation who (either alone or with others) decides what personal information Garioch Roadrunners will hold and how it will be held or used.

Data processor – in relation to personal data, means any person who processes the data on behalf of the data controller.

Data Protection Act 1998 – The UK legislation that provides a framework for responsible behaviour by those using personal information.

Nominated Person – The person(s) responsible for ensuring that Garioch Roadrunners follows its data protection policy and complies with the Data Protection Act 1998

Data Subject – The individual whose personal information is being held or processed by Garioch Roadrunners (for example: a club member)

Information Commissioner – The UK Information Commissioner responsible for implementing and overseeing the Data Protection Act 1998.

Processing – means collecting, amending, handling, storing or disclosing personal information

Personal Information – Information about living individuals that enables them to be identified – e.g. name and address. It does not apply to information about organisations, companies and agencies but applies to named persons within Garioch Roadrunners.

Sensitive data – means data about:

- Racial or ethnic origin
- Political opinions
- Religious or similar beliefs
- Trade union membership
- Physical or mental health
- Sexual life
- Criminal record
- Criminal proceedings relating to a data subject's offences

2 Data Controller

Garioch Roadrunners is the Data Controller under the Act, which means that it determines what purposes personal information held will be used for. It is also responsible for notifying the Information Commissioner of the data it holds or is likely to hold, if required.

3 Disclosure

Garioch Roadrunners will not share an individual's data with anyone outside the club. Collated and anonymised data will be shared with Scottish Athletics.

The Data Subject will be made aware that their data will be shared in an anonymised format with Scottish Athletics. There are circumstances where the law allows Garioch Roadrunners to disclose data (including sensitive data) without the data subject's consent.

These are:

1. Carrying out a legal duty or as authorised by the Secretary of State
2. Protecting vital interests of a Data Subject or other person
3. The Data Subject has already made the information public
4. Conducting any legal proceedings, obtaining legal advice or defending any legal rights
5. Monitoring for equal opportunities purposes – i.e. race, disability or religion

Garioch Roadrunners regards the lawful and correct treatment of personal information as very important to successful working, and to maintaining the confidence of members.

Garioch Roadrunners intends to ensure that personal information is treated lawfully and correctly.

To this end, Garioch Roadrunners will adhere to the Principles of Data Protection, as detailed in the Data Protection Act 1998.

Specifically, the Principles require that personal information:

1. Shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met,
2. Shall be obtained only for one or more of the purposes specified in the Act, and shall not be processed in any manner incompatible with that purpose or those purposes,
3. Shall be adequate, relevant and not excessive in relation to those purpose(s)
4. Shall be accurate and, where necessary and reasonable, kept up to date,
5. Shall not be kept for longer than is necessary
6. Shall be processed in accordance with the rights of data subjects under the Act,
7. Shall be kept secure by the Data Controller who takes appropriate technical and other measures to prevent unauthorised or unlawful processing or accidental loss or destruction of, or damage to, personal information,
8. 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 information.

Garioch Roadrunners will, through appropriate management, strict application of criteria and controls:

- Observe fully conditions regarding the fair collection and use of information,

- Meet its legal obligations to specify the purposes for which information is used,
- Collect and process appropriate information, and only to the extent that it is needed to fulfil its operational needs or to comply with any legal requirements,
- Ensure the quality of information used,
- Ensure that the rights of people about whom information is held, can be fully exercised under the Act. These include:
 - The right to be informed that processing is being undertaken
 - The right of access to one's personal information
 - The right to prevent processing in certain circumstances and
 - The right to correct, rectify, block or erase information which is regarded as wrong information
- Take appropriate technical and organisational security measures to safeguard personal information,
- Ensure that personal information is not transferred abroad without suitable safeguards,
- Treat people justly and fairly whatever their age, religion, disability, gender, sexual orientation or ethnicity when dealing with requests for information,
- Set out clear procedures for responding to requests for information.

4 Data collection

Garioch Roadrunners will ensure that data is collected within the boundaries defined in this policy. This applies to data that is collected in person, automatically or by completing a form.

5 Data Storage

Information and records containing sensitive data will be stored securely and will only be accessible to members of the Garioch Roadrunners committee.

Personal Information held on computers or external hard drives will be encrypted and/or password protected.

Information will be stored for only as long as it is needed or required by statute and will be disposed of appropriately.

It is Garioch Roadrunners committee members responsibility to ensure all personal and company data is non-recoverable from any computer system previously used within the organisation, which has been passed on/sold to a third party.

6 Data access and accuracy

All Data Subjects have the right to access the information Garioch Roadrunners holds about them. Garioch Roadrunners will also take reasonable steps ensure that this information is kept up to date by asking data subjects whether there have been any changes.

Garioch Roadrunners reserves the right to make a charge of £20 for responding to each request by a Data Subject for information held about them.

In addition, Garioch Roadrunners will ensure that:

- *It has a nominated person with specific responsibility for ensuring compliance with Data Protection,*
- *Everyone processing personal information understands that they are responsible for following good data protection practice,*
- *Everyone processing personal information is appropriately trained to do so,*
- *Everyone processing personal information is appropriately supervised,*
- *It deals promptly and courteously with any enquiries about handling personal information,*
- *It describes clearly how it handles personal information,*
- *It will regularly review and audit the ways it holds, manages and uses personal information*
- *It regularly assesses and evaluates its methods and performance in relation to handling personal information*
- *All staff are aware that a breach of the rules and procedures identified in this policy may lead to disciplinary action being taken against them*

This policy will be updated as necessary to reflect best practice in data management, security and control and to ensure compliance with any changes or amendments made to the Data Protection Act 1998.

In case of any queries or questions in relation to this policy please contact the Garioch Roadrunners nominated person:

Name: Tamsin Morris

Email: secretary@gariochroadrunners.com

Signed: *To be reviewed and considered for acceptance at club AGM in 2018*

Position:

Last reviewed:

Next Review: