



DATA PROTECTION

HORSHAM CANOE CLUB



Data Protection Policy

Introduction

This Data Protection Policy outlines our commitment to safeguarding personal data and explains how we uphold that commitment in our collection, processing, and usage of personal data. We are dedicated to ensuring compliance with the relevant data protection legislation and best practices.

Our Commitments

We are committed to:

- Ensuring full compliance with the eight data protection principles, as detailed below.
- Meeting all legal obligations outlined in the Data Protection Act 1998.
- Collecting and using personal data in a fair and lawful manner.
- Processing personal data solely for legitimate operational purposes or to meet legal requirements.
- Maintaining the accuracy and currency of personal data.
- Establishing suitable retention periods for personal data.
- Facilitating the proper exercise of data subjects' rights.
- Implementing robust security measures to safeguard personal data.
- Appointing a nominated Data Protection Officer (DPO) responsible for ensuring compliance and acting as a point of contact for any data protection concerns.
- Educating club officers on best practices in data protection.
- Providing training to staff members responsible for handling personal data.
- Ensuring that all personnel know where to access further guidance on data protection matters.
- Responding to data protection queries, both internal and external, effectively and promptly.
- Regularly reviewing and updating our data protection procedures and guidelines.

Data Protection Principles

We adhere to the following principles to ensure lawful and ethical management of personal data:

1. Fair and Lawful Processing

Personal data shall be processed fairly and lawfully, ensuring transparency with individuals about how their data will be used.

Horsham Canoe Club

Southwater Country Park, Cripplegate Lane, Southwater, West Sussex, RH13 9UN
www.horshamcanoecub.co.uk | info@horshamcanoecub.co.uk

2. Purpose Limitation

Personal data will be collected for specific, legitimate purposes and not further processed in any way that is incompatible with those purposes.

3. Data Minimisation

The personal data collected shall be adequate, relevant, and limited to what is necessary in relation to the purposes for which it is processed.

4. Accuracy

Personal data shall be accurate and, where necessary, kept up to date. Any inaccurate or outdated data will be corrected or deleted without delay.

5. Storage Limitation

Personal data will not be kept for longer than is necessary for the purposes for which it is processed. Appropriate retention policies will be established and followed.

6. Data Subject Rights

Personal data shall be processed in accordance with the rights of individuals under the Data Protection Act 1998, ensuring data subjects can exercise their rights, including access, correction, and deletion.

7. Security

Adequate technical and organisational measures will be taken to protect personal data against unauthorised or unlawful processing and against accidental loss, destruction, or damage.

8. International Transfers

Personal data will not be transferred to a country or territory outside the United Kingdom unless that country ensures an adequate level of protection for the rights and freedoms of individuals.

Review and Updates

This policy will be reviewed regularly to ensure it remains current and relevant to legal requirements and best practices in data protection.

This policy establishes a clear framework to ensure the responsible handling of personal data within our club and demonstrates our commitment to protecting the privacy of individuals.