

Loch Awe Coastal Rowing Club

Data Protection Policy

This policy is compliant with the General Data Protection Regulation (GDPR) which came into force on 25th May 2018. In the text which follows, the Loch Awe Coastal Rowing Club is referred to as 'the Club'.

GDPR PRINCIPLES TO BE FOLLOWED

1. Lawfulness, fairness and transparency:

Transparency: Tell the individual what data processing will be done.

Fairness: What is processed must match up with how it has been described.

Lawfulness: Data processing must meet one of the tests described in the Regulation. GDPR will also strengthen individual's rights including the right of access, to be informed, to rectification and to be forgotten. It emphasises making privacy notices understandable and accessible.

2. Purpose limitation; Personal data collected for one purpose should not be used for a new, incompatible purpose.

3. Data minimisation: You should only collect personal data that is relevant and it should be limited to what is necessary in relation to the purposes for which you are processing the data.

4. Accuracy: You are responsible for taking all reasonable steps to ensure that personal data are accurate.

5. Storage limitation: Personal data should not be retained for longer than necessary in relation to the purposes for which they were collected.

6. Integrity and confidentiality: Organisations are responsible for ensuring that personal data are kept secure, both against external threats (*e.g.* malicious hackers – always password protect computers and documents) and internal threats (*e.g.* internal data sharing to insecure locations).

Procedures must be in place to detect and report a personal data breach.

GDPR brings a duty to notify the ICO (Information Commissioners Office) within 72 hours if a personal data breach is suffered.

For further information see

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>