



## CAMBRIDGESHIRE ROYALS DRAGON BOAT CLUB

### 1. Requirements of the Data Protection Act 2018

The Data Protection Act 2018, which incorporates the European Union General Data Protection Regulations (GDPR), replaces the current legislation (the Data Protection Act 1998). The current data protection principles, as first introduced by the Data Protection Act 1984, are continued effectively unchanged. These set out a legal obligation concerning the processing of personal data; the Club Processes Personal Data relating to members in the course of running the club so has obligations under this Act.

### 2. Definitions

Personal data means data by which you can be identified.

Processing means: collecting; recording; storing; presenting; altering; and destroying.

### 3. The Data Controller

The Club Membership Secretary is the Data Controller for the Club. He/she is responsible for ensuring compliance with the Data Protection Act 1998. He/she will answer queries about data protection and respond to requests from individuals to access their personal data. He/she will inform the officers of the club (committee members) about the requirements for holding and using personal data.

### 4. Data and Collecting

Data is collected via indemnity, membership and medical forms by individuals. The Club only asks for the data it needs to administer and promote the Club in line with the Constitution.

### 5. Recording and Storing

Personal data kept by the Club is recorded and stored as:

- a) Paper documentation, i.e. indemnity forms (individual and group), membership application, and medical forms are kept securely, and
- b) Data extracted from the forms are stored electronically in a secure format.

Each member has right of access to their own data.

### 6. Processing

The Club will ensure that Personal Data is processed in accordance with the principles of data protection, as described in the Data Protection Act 2018.

### 7. Altering

Data will be altered only on the request of the individual.

### 8. Destroying

The Club will destroy personal data held on paper and computer records two years after membership has ended or earlier if it is no longer relevant or required.

The treasurer shall keep data in line with government practices.

### 9. Security

Electronic Data is kept on committee members' personal computer(s) for the current membership year and the previous membership year. Committee members will maintain a separation between personal data.

### 10. Sharing

Data will not be shared in relation to non-dragon boat related activities.

### 11. Compliance

The policy will be reviewed as an action point at the AGM.