

# SPORTING HERITAGE CIC

# DATA PROTECTION POLICY

**General Data Protection Regulations 2018**

The General Data Protection Regulations (GDPR) take effect in May 2018. Sporting Heritage works to these regulations as a matter of course. The regulations protect a data subject (any individual on whom data is held) from unlawful processing of data, and gives right of access to that data.

GDPR took over from the Data Protection Act 1998.

Under the new regulations, essentially all aspects of handling data qualify as processing. Any data user involved, for example, in the collection, storage, retrieval, alteration, destruction or erasure of data will need to work within the requirements of the GDPR. In addition, the definition of data is no longer restricted to automatically processed information but also includes manual records.

GDPR ensures that data is collected and handled with the express permission of individuals (for example a tick box to opt out as no longer within the guidelines of the regulations). It ensures that data is kept on file only for the purposes it has expressly been granted for, and that once that purpose, or purposes has ended, the data will be destroyed. In addition, it ensures that data will be kept confidential and stored appropriately and safely. Finally, it ensures that individuals are able to gain access to their data and ask for it to be destroyed.

# SPORTING HERITAGE CIC Policy

Sporting Heritage takes it management of personal data seriously. Our organisation holds data on individuals and organisations for the express purpose of supporting and developing sporting heritage activity.

1. SPORTING HERITAGE CIC recognises the public’s and voluntary/community sector’s expectation that their personal information will be handled in accordance with the law.
2. SPORTING HERITAGE CIC regards the lawful and correct treatment of personal information as important to successful operations and to maintaining the confidence of those people it deals with.
3. SPORTING HERITAGE CIC fully endorses and will adhere to the eight principles of the GDPR.
4. SPORTING HERITAGE CIC will:

* Gain the express permission of individuals before it collects, stores and uses their data
* Ensure it is explicit in telling individuals what their data will be used for and that once that purpose or purposes has lapsed, the data will be destroyed
* Ensure that individuals are able to gain access to their data and ask for it to be destroyed within 21 days by emailing [justine@sportingheritage.org.uk](mailto:justine@sportingheritage.org.uk)
* Ensure that data is kept securely and only shared with third parties with the express permission of the individual concerned

## Disclosure of Personal Information. Sporting Heritage colleagues work to the following principles:

* **DO** treat personal data with care
* **DO** check there is a need to know basis before disclosing to colleagues
* **DO** use confidential waste to dispose of documents containing personal data
* **DO** ensure other people cannot see personal data on your computer system or the documents you are using if they have no need to
* **DO** not leave personal data on your desk when you are not there
* **DO** make sure you have adequate secure storage for documents both in hard copy form and online
* **DO** use passwords to protect the data on your computer system and don’t share your login and password
* **ONLY** use personal data for the purpose it was collected
* **ONLY** disclose personal data to those people who have a right and a need to know
* **ONLY** disclose personal data to authorised third parties
* **If You Are In Any Doubt, Don’t Disclose, Seek Advice**

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| **Equality and Diversity** |
| We aim to be an organisation that values, recognises and responds to the diverse needs of members and those we serve. We adhere to the Equality Act 2010 and will not discriminate against any person or other organisation with particular reference to the protected characteristics |

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| **Monitoring and Review** |
| The policy and resulting activity will be monitored and reviewed annually. |

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| **Agreed by SPORTING HERITAGE CIC** | |
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|  | Date 11th February 2018 |