



## **DORSET LADIES COUNTY GOLF ASSOCIATION**

### **DATA PROTECTION POLICY - May 2018**

Our data protection policy sets out our commitment to protecting personal data and how we implement that commitment with regards to the collection and use of personal data in line with the new General Data Protection Regulations (GDPR) which become law on 25<sup>th</sup> May 2018.

We are committed to:

- Ensuring that we comply with the principles laid down in GDPR
- Ensuring that personal data is collected and used fairly and lawfully
- Processing personal data only in order to meet our operational needs or fulfil legal requirements
- Taking steps to ensure that personal data is up to date and accurate
- Establishing retaining personal data for no longer than is necessary.
- Ensuring that data subjects' rights can be appropriately exercised
- Providing adequate security measures to protect personal data
- Ensuring that a nominated officer is responsible for data protection compliance and provides a point of contact for all data protection issues
- Ensuring that all Association officers are made aware of good practice in data protection
- Ensuring that queries about data protection, internal and external to the organisation, are dealt with effectively and promptly, within 40 days, subject to any fee payable.
- Data Protection procedures to be reviewed regularly.

### **GDPR Key Principles**

#### **Principle 1: Use data fairly, lawfully and transparently**

Personal data must always be processed fairly and lawfully and with transparency at the forefront of all processing. A clear record of consent to holding personal data will be kept by DLCGA. Consent may be withdrawn without detriment at any time by emailing The County Captain or Data Protection Officer.

Access to an individual's data held by DLCGA can be requested by the individual at any time. A record of what each DLCGA officer/coach holds will be kept by DLCGA. Parental consent will be given for GDPR principles in the case of Juniors.



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### **Principle 2: Purpose Limitation**

Personal data may only be collected for specified, explicit and legitimate purposes and must not be further processed in a manner that is incompatible with those purposes. Consent will be sought to use personal data for contact purposes.

### **Principle 3: Data minimisation**

Personal data will be adequate, relevant and limited to what is necessary for the purpose for which DLCGA collects it. It will only be used in connection with DLCGA matters

### **Principle 4: Accuracy**

Personal data will be accurate and, where necessary, kept up to date.

### **Principle 5: Data retention**

Data will be kept in a form that permits identification of individuals for no longer than is necessary.

### **Principle 6: Data security**

Personal data will be processed in a manner that ensures appropriate technical and organisational security of those data. Personal information/data will not be supplied to any third party without permission. Recipients of the data will include officers and associated members of DLCGA. Personal data will not be transferred outside the EU.

Any complaints regarding data protection issues should be addressed to the County Captain or Data Protection Officer. The next step is to contact The Information Commissioner's Office.

For any further information please go to:

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