



PAIGNTON RUGBY FOOTBALL CLUB LTD.

Founded as a Rugby Football Club in 1873 (Affiliated to R.F.U & D.R.F.U)

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DATA STORAGE AND DISPOSAL STATEMENT

Version 2.1 – 22.02.18

Club Policy Statement

PRFC use the RFU secure e-DBS system and a paper record to input information into this programme.

PRFC will store all sensitive material securely and will ensure that only authorised club officials have access to the documents

Data will only be shared with the express permission of the owner(s) and will not be used for market research.

Data may be shared within the remit of the Data Protection Act for example as part of a child protection investigation

Completed paper DBS applications will be securely disposed of once the DBS process has been completed and results received and cleared.

If any members leave the club or change roles then any relevant material will be securely disposed of.

The definition of secure disposal will at least include shredding of sensitive material

If; there are any questions regarding data protection can be directed to the following safeguarding officers or Data Officer: _____

Kerry Mitchell & Amanda Hopwood

Adam Wakeham

Data Protection

What does GDPR actually do?

- ▲ It defines what is meant by 'personal data'
- ▲ It confers rights on 'data subjects'
- ▲ It places obligations on 'data controllers' and 'data processors'
- ▲ It creates principles relating to the processing of personal data
- ▲ It provides for penalties for failure to comply with the above

What is the difference between the DPA 2018 and the GDPR?

The GDPR is enacted in law in the UK by a new Data Protection Act which was granted Royal Assent on 23 May 2018. The UK's third generation of data protection law will commence on 25 May 2018.

The GDPR has direct effect across all EU member states and has already been passed. This means that organisations will still have to comply with this regulation and we will still have to look to the GDPR for most legal obligations. However, the GDPR gives member states limited opportunities to make provisions for how it applies in their country. One element of the DPA 2018 is the details of these. It is therefore important the GDPR and the DPA 2018 are read side by side.

What is 'personal data'?

"Any information relating to **an identified or identifiable natural person** (data subject); an identifiable person is one who can be identified directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, psychological, genetic, mental, economic, cultural or social identity of that natural person."

What is 'special category' data?

GDPR has also extended the definition of 'sensitive personal data' which requires even more protection than 'personal data.' 'Special category' data includes data relating to racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life or sexual orientation.

What rights do data subjects have under GDPR?

- ▲ The right to be informed
- ▲ The right of access
- ▲ The right of rectification
- ▲ The right to erasure
- ▲ The right to restrict processing
- ▲ The right to data portability
- ▲ The right to object
- ▲ Rights in relation to automated decision making



What are 'data controllers' and 'data processors' under GDPR?

- ▲ The **Data Controller** is the person or organisation which determines the purposes and means of the processing of personal data: *Paignton Rugby Football Club becomes a data controller under GDPR.*

What obligations do Data Controllers have?

GDPR stipulates that the data controller shall "be responsible for, **and be able to demonstrate**, compliance with the principles."

The 'Six Principles' of GDPR

Personal data must be:

- ▲ Processed fairly, lawfully and in a transparent manner
- ▲ Used for specific, explicit and legitimate purposes
- ▲ Used in a way that is adequate, relevant and limited
- ▲ Accurate and kept up-to-date
- ▲ Kept no longer than is necessary
- ▲ Processed in a manner that ensures appropriate security of the data

To comply with GDPR, Data Controllers have to determine:

- ▲ The legal basis for collecting data
- ▲ Which items of personal data to collect
- ▲ The purpose(s) the data is to be used for
- ▲ Which individuals to collect data about
- ▲ Whether to disclose the data and, if so, to whom
- ▲ Whether subject access and other individuals' rights apply
- ▲ How long to retain the data