

CHESTERFIELD PETANQUE CLUB

DATA PROTECTION POLICY

Chesterfield Petanque Club is committed to complying with data protection law and to respecting the privacy rights of individuals. The policy applies to all of our members.

This Data Protection Policy sets out our approach to data protection law and the principles that we will apply to our processing of personal data. The aim of this Policy is to ensure that we process personal data in accordance with the law and with the utmost care and respect.

Data protection laws

The Data Protection Act 1998 applies to any personal data that we process.

The Data Protection Laws all require that the personal data is processed in accordance with the Data Protection Principles and gives individuals rights to access, correct and control how we use their personal data.

Who is responsible for data protection?

All our members are responsible for data protection.

Only the Chairperson, Vice-chairperson, Secretary, Treasurer, Club Captain and Membership Secretary will hold full details of members. All reasonable steps will be taken to keep this data secure.

We are not required to appoint a Data Protection Officer. However, we have appointed the Club Chairman to be responsible for overseeing our compliance with data protection laws.

Personal data

This is data that identifies an individual. For instance, names, addresses, telephone numbers, email addresses, video and/or photographic images, marketing preferences and medical and disability information.

Data subject rights

Under Data Protection Laws individuals have certain rights in relation to their own personal data. In summary these are:

The right to access their personal data;

The right to have their personal data rectified or erased;

The right to restrict or object to the processing of their personal data;

The right to object to receiving direct marketing materials;

The right to portability of their personal data;

The exercise of these Rights may be made in writing, including email, and also verbally and should be responded to in writing by The Club without undue delay and in any event within one month of receipt of the request.

Main obligations

What this all means for the Club can be summarised as follows:

All personal data will be treated with respect, kept secure and only accessed and seen by those authorised officials mentioned above;

The Club Chairman to be immediately notified if any individual says or does anything which gives the appearance of them wanting to invoke any rights in relation to personal data relating to them;

The Club Chairman to be immediately notified if it becomes apparent, or is suspected, the loss of any personal data or any item containing personal data.

Queries

If you have any queries about this Policy please contact

Club Chairman cpclubchair@gmail.com or

Club Secretary cpclubsecretary@gmail.com