



Charity Number: 1143129

## **Burton Wheelchair Rugby Club Data Protection Policy**

### **1. Introduction**

Burton Wheelchair Rugby Club (hereinafter referred to as "the Club") is committed to protecting and respecting the privacy of our members, volunteers, and any other individuals whose personal data we process. This policy outlines our approach to data protection and the measures we take to ensure compliance with the General Data Protection Regulation (GDPR) and other relevant data protection legislation.

### **2. Purpose**

The purpose of this policy is to:

- Ensure the Club processes personal data in compliance with the GDPR.
- Protect the rights of members, volunteers, and other individuals whose data the Club holds.
- Provide clarity on how personal data is collected, stored, processed, and disposed of.
- Demonstrate the Club's commitment to data protection.

### **3. Scope**

This policy applies to:

- All members of the Club.
- Volunteers, coaches, and other personnel.
- Any other individuals whose data is processed by the Club.

#### **4. Data Collection**

The Club collects and processes personal data necessary for its legitimate interests, including but not limited to:

- Membership applications and renewals.
- Registration for events and competitions.
- Communication with members and volunteers.
- Administration of the Club's activities and services.

#### **5. Types of Data Collected**

The types of personal data the Club may collect include:

- Personal identification information (name, date of birth, gender).
- Contact information (address, phone number, email address).
- Medical information relevant to participation in Club activities.
- Emergency contact details.
- Photographs and videos from events and competitions.

#### **6. Data Processing**

Personal data will be processed lawfully, fairly, and transparently. The Club will ensure that:

- Data is collected for specific, explicit, and legitimate purposes.
- Data collected is adequate, relevant, and limited to what is necessary.
- Data is accurate and kept up to date.
- Data is retained only for as long as necessary.
- Data is processed in a manner that ensures appropriate security.

#### **7. Data Storage**

The Club will ensure that personal data is stored securely. Measures include:

- Physical records stored in locked, secure locations.
- Electronic records stored on password-protected systems.
- Regular backups of electronic data.

## **8. Data Sharing**

Personal data will not be shared with third parties without the explicit consent of the individual, unless required by law or for the administration of Club activities. The Club may share data with:

- Governing bodies for the sport of wheelchair rugby.
- Regulatory authorities when required.
- Service providers engaged by the Club (e.g., event organisers).

## **9. Data Subject Rights**

Individuals have the following rights regarding their personal data:

- The right to be informed about the collection and use of their data.
- The right to access their data.
- The right to correct inaccurate or incomplete data.
- The right to request the deletion of their data.
- The right to restrict processing of their data.
- The right to data portability.
- The right to object to data processing.
- The right to lodge a complaint with a supervisory authority.

## **10. Data Breaches**

In the event of a data breach, the Club will:

- Notify the relevant supervisory authority within 72 hours of becoming aware of the breach.
- Inform affected individuals if the breach is likely to result in a high risk to their rights and freedoms.
- Investigate the breach and take steps to mitigate any potential harm.

## **11. Responsibilities**

All members, volunteers, and personnel are responsible for adhering to this policy. The Club's Data Protection Officer (DPO) is responsible for:

- Ensuring compliance with data protection laws and this policy.
- Providing guidance and training to members and volunteers on data protection practices.
- Managing data protection queries and requests from individuals.

## **12. Review**

This policy will be reviewed annually or as required to ensure compliance with changes in legislation or Club practices.

## **13. Contact**

For any questions or concerns regarding this policy or data protection practices, please contact the Club's Data Protection Officer at [contact email/phone number].

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This policy is effective as of 31<sup>st</sup> October 2024 and was approved by the Burton Wheelchair Rugby Club Committee on 31<sup>st</sup> October 2024

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### **Data Protection Officer**

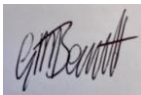
**Name: Sam Linnett**

**Phone: 07793 088106**

**Email: Samiuscoco@gmail.com**

**Date:**

.Signed:



**Glyn Bennett**

Chairman

Burton Wheelchair Rugby

Date: 31<sup>st</sup> October 2024