

PORTISHEAD PILOT GIG CLUB (PPGC) DATA PROTECTION POLICY



Version	VERSION 2
Proposer	Will Cogley
Reviewer	PPGC Committee
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1. Introduction

Portishead Pilot Gig Club (PPGC) needs to collect and use certain types of information about its` Members in order to contact them.

This personal information is collected on paper and stored in a computer database and there are safeguards to ensure this under the Data Protection Act 1998.

2. Data Controller

PPGC is the Data Controller under the Act, which means that it determines what purposes personal information held will be used for.

3. Disclosure

PPGC will not share data with other parties unless under circumstances where the law requires PPGC to disclose data (including sensitive data) without the data subject's consent.

These are:

- a) Carrying out a legal duty or as authorised by the Secretary of State
- b) Protecting vital interests of a Member or other person
- c) The Member has already made the information public
- d) Conducting any legal proceedings, obtaining legal advice or defending any legal rights
- e) Monitoring for equal opportunities purposes i.e. race, disability or religion

PPGC regards the lawful and correct treatment of personal information as very important to the success of the club, and to maintain the confidence of its Members.

PPGC intends to ensure that personal information is treated lawfully and correctly.

To this end, PPGC will adhere to the Principles of Data Protection, as detailed in the Data Protection Act 1998. Specifically, the Principles require that personal information:

- a) Shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met,
- b) Shall be obtained only for one or more of the purposes specified in the Act, and shall not be processed in any manner incompatible with that purpose or those purposes,
- c) Shall be adequate, relevant and not excessive in relation to those purpose(s)
- d) Shall be accurate and, where necessary, kept up to date,
- e) Shall not be kept for longer than is necessary
- f) Shall be processed in accordance with the rights of data subjects under the Act,
- g) Shall be kept secure by the Data Controller who takes appropriate technical and other measures to prevent unauthorised or unlawful processing or accidental loss or destruction of, or damage to, personal information,

PPGC will, through appropriate management and strict application of criteria and controls:

- a) Observe fully conditions regarding the fair collection and use of information
- b) Meet its legal obligations to specify the purposes for which information is used
- c) Collect and process appropriate information, and only to the extent that it is needed to fulfil its operational needs or to comply with any legal requirements
- d) Ensure the quality of information used
- e) Ensure that the rights of people about whom information is held, can be fully exercised under the Act.

These include:

- The right to be informed that processing is being undertaken
 - The right of access to one's personal information
 - The right to prevent processing in certain circumstances and
 - The right to correct, rectify, block or erase information which is regarded as wrong information
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- f) Take appropriate technical and organisational security measures to safeguard personal information
 - g) Ensure that personal information is not transferred abroad without suitable safeguards
 - h) Treat people justly and fairly whatever their age, religion, disability, gender, sexual orientation or ethnicity when dealing with requests for information
 - i) Set out clear procedures for responding to requests for information

4. Data collection

Informed consent is when a Member clearly understands why their information is needed and who it will be shared with and then gives their consent.

PPGC will ensure that data is collected within the boundaries defined in this policy. This applies to data that is collected in person, or by completing a form.

When collecting data, PPGC will ensure that the Member:

- a) Clearly understands why the information is needed
- b) Understands what it will be used for and what the consequences are should the Member decide not to give consent to processing
- c) As far as reasonably possible, grants explicit consent, either written or verbal for data to be processed
- d) Is as far as reasonably practicable, competent enough to give consent and has given so freely without any duress
- e) Has received sufficient information on why their data is needed and how it will be used

5. Data Storage

Information and records relating to service users will be stored securely and will only be accessible to authorised Committee Members.

Information will be stored for only as long as it is needed or required statute and will be disposed of appropriately.

It is PPGC responsibility to ensure all personal data is non-recoverable from any computer system previously used within the organisation, which has been passed on/sold to a third party.

6. Data access and accuracy

All Members have the right to access the information PPGC holds about them.

PPGC will also take reasonable steps ensure that this information is kept up to date by asking Members whether there have been any changes.

In addition, PPGC will ensure that:

- It has a Data Protection Officer with specific responsibility for ensuring compliance with Data Protection
- Everyone processing personal information understands that they are contractually responsible for following good data protection practice
- Anybody wanting to make enquiries about handling personal information knows what to do
- It deals promptly and courteously with any enquiries about handling personal information
- It describes clearly how it handles personal information
- It regularly reviews and audits the way it holds, manages and uses personal information
- It regularly assesses and evaluates its methods and performance in relation to handling personal information
- This policy will be updated as necessary to reflect best practice in data management, security and control and to ensure compliance with any changes or amendments made to the Data Protection Act 1998.

In case of any queries or questions in relation to this policy please contact the PPGC Data Protection Officer