



WANDSWORTH LIONS FC

DATA PROTECTION ACT POLICY





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Wandsworth Lions Football Club Data protection Act Policy

Wandsworth Lions Football Clubs data protection policy sets out our obligation to protecting personal data and how we intent to carry out that obligation in regards to collecting and using of members personal data.

We are committed to:

- Making sure we follow the eight data protection principles (see below)
- Meeting our legal obligations according to the Data Protection Act 1998 (see below)
- Ensuring that data is collected and used fairly and lawfully
- Using members personal data only in order to meet our organisation needs or fulfill legal requirements
- Ensuring that that members personal data is correct and up to date
- Establishing suitable period of retaining members personal data (3 years)
- Ensuring that data subjects' rights can be appropriately exercised
- Ensure adequate security is taken to protect members personal data
- Selecting an officer (Welfare office)to be accountable for data protection compliance and provides a point of contact for all data protection issues
- Ensuring that all club officers are made aware of good practice in data protection
- Informing everyone handling personal data where to find further guidance
- Ensuring that queries about data protection, internal and external to the organisation, are dealt with effectively and promptly
- Frequently revisiting data protection procedures and guidelines within the club.

Data protection principles

Below are the data protection principles.

Schedule 1 lists eight "data protection principles".

- Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless:
 1. at least one of the conditions in Schedule 2 is met, and
 2. in the case of sensitive personal data, at least one of the conditions in Schedule 3 is also met.
- Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
- Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.



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- Personal data shall be accurate and, where necessary, kept up to date.
- Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
- About the rights of individuals e.g.^[12] personal data shall be processed in accordance with the rights of data subjects (individuals).
- Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
- Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Conditions relevant to the first principle

Personal data should only be processed fairly and lawfully. In order for data to be classed as 'fairly processed', at least one of these six conditions must be applicable to that data (Schedule 2).

1. The data subject (the person whose data is stored) has consented ("given their permission") to the processing;
2. Processing is necessary for the performance of, or commencing, a contract;
3. Processing is required under a legal obligation (other than one stated in the contract);
4. Processing is necessary to protect the vital interests of the data subject;
5. Processing is necessary to carry out any public functions;
6. Processing is necessary in order to pursue the legitimate interests of the "data controller" or "third parties" (unless it could unjustifiably prejudice the interests of the data subject).^[13]

Data Protection Act 1998: <http://www.legislation.gov.uk/ukpga/1998/29/contents>