

## WDSC Data Protection Policy

Revised July 2021 to reflect use of data pertaining to DBS checks.

### Introduction

The [Data Protection Act](#) controls how personal information is used by organisations, businesses, or the government. Subsequently, General Data Protection Regulation (GDPR) strengthened these controls in various ways. Our policy is based on these regulations.

Because we hold data, we follow the 'data protection principles,' namely, that the information is:

- used fairly and lawfully
- used for limited, specifically stated purposes
- used in a way that is adequate, relevant, and not excessive
- accurate
- kept for no longer than is absolutely necessary
- handled according to people's data protection rights
- kept safe and secure
- not transferred outside the [European Economic Area](#) without adequate protection

This document describes how Wargrave & District Snooker Club ("the Club") complies with these principles.

### What Data is Held and Why?

The information we hold from the membership application/renewal form comprises:

- Name
- Address, including post code
- Phone number
- Email address
- Date of birth (juniors and students)

This information is collected for the purpose of contacting members in respect of the following:

- AGM or other meeting invitations
- Notices of Club events, including Competitions
- Safety and related notices
- Adherence to the Government's guidance in regard to Covid-19, specifically in regard to the capture and sharing of personal data for track-and-trace purposes (see below)

We make it clear on the membership application/renewal form that we will use the information only for these purposes and that we will not pass this data on to third parties, except in regard to Covid-19 track-and-trace.

Commencing 2021, we carry out DBS checks on persons assisting in the coaching of children. The results are reviewed by committee, and we keep a record of when carried out, together with the reference number and expiry of the certificate. The actual certificate is kept by the applicant.

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### How is Data Stored and Maintained?

The data is stored on the computer of the Membership Secretary (currently Glene Sandom). This computer is accessible only by him. Measures such as anti-virus protection will be implemented to prevent unauthorised data access or loss.

Any inaccuracies reported to the Membership Secretary will be corrected within 2 weeks.

The members have the right to request details on the information stored by us, which must be provided within the statutory time frame.

### Data Retention and Removal

Members are required to renew each year, which prompts them to provide fresh information in case of changes that have not already been provided.

In case a member does not renew, their information will be deleted after 6 months, or sooner if they have requested this.

DBS check details are deleted one year after expiry of the certificate.

### Covid-19 Provisions

The committee has decided that the club should comply with any requests for information that are made by the track-and-trace service.

We are following the guidance listed here:

<https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>

Specifically, we draw your attention to the following:

*“GDPR allows you to request contact information from your staff, customers and visitors and share it with NHS Test and Trace to help minimise the transmission of COVID-19 and support public health and safety. It is not necessary to seek consent from each person, but you should make clear why the information is being collected and what you intend to do with it.”*

We already capture the information that will be requested. This section is intended to highlight that the information that we do hold will be shared if requested.

Steven Wallace, Club Secretary, 16 July 2021