

# BUCKINGHAM SQUASH & RACKETBALL CLUB



## DATA PROTECTION POLICY

Our data protection policy sets out our commitment to protecting personal data and how we implement that commitment with regards to the collection and use of personal data.

### We are committed to:

- Ensuring that we comply with the data protection principles listed below
- Meeting our obligations as laid down by The Data Protection Act 2018.
- Ensuring that data is collected and used fairly and lawfully
- Processing personal data only in order to meet our operational needs or fulfill legal requirements
- Taking steps to ensure that personal data is up to date and accurate
- Establishing appropriate retention periods for personal data (no more than 3 years)
- Ensuring that data subjects' rights can be appropriately exercised
- Ensuring that all club officers are made aware of good practice in data protection
- Ensuring that queries about data protection, internal and external to the organisation, are dealt with effectively and promptly
- reviewing data protection procedures and guidelines within the club annually

### Data protection principles

- Personal information must be fairly and lawfully processed
- Personal information must be processed for limited purposes
- Personal information must be adequate, relevant and not excessive
- Personal information must be accurate and up to date
- Personal information must not be kept for longer than is necessary

# BUCKINGHAM SQUASH & RACKETBALL CLUB

## DATA PROTECTION POLICY



- Personal information must be processed in line with the data subjects' rights
- Personal information must be secure