

LERWICK BOATING CLUB

DATA PROTECTION POLICY ADOPTED DECEMBER 2018

INTRODUCTION Lerwick Boating Club needs to gather and use certain information about individuals. These can include customers, organisations, volunteers, employees, business contacts and other people the organisation has a relationship with or may need to contact.

This policy describes how this personal data must be collected, handled and stored to comply with data protection law.

This data protection policy ensures Lerwick Boating Club: Complies with data protection law and follows good practice; Protects the rights of, members, organisations, volunteers, employees, business contacts and partners; Is open about how it stores and processes individuals' data; Protects itself from the risks of a data breach

This policy applies to Lerwick Boating Club, all members, staff, the management board and volunteers.,

Everyone who works for or with Lerwick Boating Club, has some responsibility for ensuring data is collected, stored and handled appropriately.

The Data Protection Officer is: Christabel Garrick, Honorary Secretary, 12a Commercial Street, Lerwick, Shetland ZE1 0AN. Tel : 01595 692407 email : info@lerwickboatingclub.co.uk

DATA PROTECTION LAW Data protection law describes how organisations, including Lerwick Boating Club, must collect, handle and store personal information.

These rules apply regardless of whether data is stored electronically, on paper or on other materials. To comply with the law, personal information must be collected and used fairly, stored safely and not disclosed unlawfully.

The General Data Protection Regulation is underpinned by important principles which state that personal data must:

- Be processed fairly and lawfully
- Be obtained for specific, lawful purposes
- Be adequate, relevant and not excessive
- Be accurate and kept up to date
- Not be held for any longer than necessary
- Be protected in appropriate ways

Data held by Lerwick Boating Club is detailed in Privacy Statement at Appendix A

DATA STORAGE When data is stored on paper, it is kept in a secure place where unauthorised people cannot see it, including data that is usually stored electronically but has been printed out for some reason. Paper data should be shredded and disposed of securely when no longer required.

When data is stored electronically, it is protected from unauthorised access, accidental deletion and malicious hacking attempts.

Data is protected by strong passwords that are changed regularly and never shared between Members.

When working with personal data, board members ensure the screens of the one computer is always locked when left unattended.

If data is stored on removable media (e.g. Pen drives or CDs) these are kept locked away securely when not being used.

Data is only stored on designated drives. Data is backed up regularly.

Data is never saved directly to laptops or other mobile devices like tablets or smart phones. The computer containing data is protected by approved security software and a firewall.

DATA ACCURACY It is the responsibility of board members who work with data to take reasonable steps to ensure it is kept as accurate and up to date as possible. Board members should take every opportunity to ensure data is updated and ensure it is updated as inaccuracies are discovered.

SUBJECT ACCESS REQUESTS All individuals who are the subject of personal data held by Lerwick Boating Club are entitled to:

Ask what information Lerwick Boating Club holds about them and why The Data Controller must respond to an access request within 30 days giving details on:

- What information you hold on someone
- Where you got the information from
- Who you share the information with
- How long it is kept for on Legal basis for processing the information

Complaints should be sent to the regulator – Information Commissioner's Office

DISCLOSING DATA FOR OTHER REASONS

In certain circumstances, the GDPR allows personal data to be disclosed to law enforcement agencies without the consent of the data subject.

Under these circumstances Lerwick Boating Club will disclose requested data. However, the data controller will ensure the request is legitimate, seeking assistance from the board and from their legal advisers where necessary.