

VECTIS EQUESTRIAN CLUB



DATA PROTECTION ACT POLICY

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DATA PROTECTION ACT

Vectis Equestrian Club recognises its responsibility to comply with the Data Protection Act 1998. The Act regulates the use of personal data.

The Data Protection Act 1998 sets out high standards for the handling of personal information and protecting individuals' rights for privacy. It also regulates how information can be collected, handled and used. The Data Protection Act applies to anyone holding information about people electronically or on paper. As a local sports club Vectis has a number of procedures in place to ensure that it complies with The Data Protection Act 1998 when holding personal information.

When dealing with personal data, Vectis Equestrian Club Committee members must ensure that:

1.1 IT IS PROCESSED FAIRLY AND LAWFULLY

This means that information should only be collected from individuals if the Committee member has been open and honest about why they want the information.

1.2 IT IS PROCESSED FOR SPECIFIED PURPOSES ONLY

1.3 IT IS RELEVANT TO WHAT IT IS NEEDED FOR

Data will be monitored so that too much or too little is not kept; only data that is needed should be held.

1.4 IT IS ACCURATE AND KEPT UP TO DATE

Personal data should be accurate, if it is not it should be corrected.

1.5 IT IS NOT KEPT LONGER THAN IT IS NEEDED

1.6 IT IS PROCESSED IN ACCORDANCE WITH THE RIGHTS OF INDIVIDUALS

This means that individuals must be informed, upon request, of all the information held about them.

1.7 IT IS KEPT SECURELY

This means that only Committee Members can access the data, it should be stored securely so it cannot be accessed by members of the public.

2. STORING AND ACCESSING DATA

- Vectis Equestrian Club recognises its responsibility to be open with people when taking personal details from them. This means that Committee member must be honest and open about why they want a particular piece of information when obtaining it from a member of the public.
- Vectis Equestrian Club may hold information about individuals such as their addresses and telephone numbers. These are kept in a secure area and are not for public access. If for example a member of the public gives their phone number to a member of the Committee, this will only be used for the purpose it has been given and will not be disclosed to anyone else.
- The Club is aware that people have the right to access any information that is held about them. If a person requests to see any data that is being held about them,
 - They must be sent all of the information that is being held about them
 - There must be explanation for why it has been stored
 - There must be a list of who has seen it
 - It must be sent within 40 days
- Once data is not needed anymore, if it is out of date or has served its use, it will be shredded.

3. DISCLOSURE OF INFORMATION

If a committee member needs to access information to help carry out their duties, this is acceptable. They are only able to access as much information as necessary and it should only be used for that specific purpose. If for instance someone has made a complaint about something, a Committee Member may access an address and telephone number of the person who has made the complaint so they can help with the enquiry. However, before they access any sensitive information about a person, they would need consent to do this.

4. CONFIDENTIALITY

Vectis Equestrian Club Committee Members must be aware that when complaints or queries are made, they must remain confidential unless the subject gives permission otherwise. When handling personal data, this must also remain confidential.