



Data Security Policy

1. General Data Protection Regulation (GDPR)

- The London Knights will follow EU regulation which promotes the right to privacy for all individuals.
- The Data Controller is an executive member who will be elected each year at the London Knights's AGM.
- Data Processors are other Committee members, Coaches, and Volunteers.

2. Data Regulations

- Obtained and processed with consent.
- Kept only for one or more specified and lawful purposes.
- Processed only in the ways compatible with the purposes it was initially given.
- Kept safe and secure.
- Kept accurate and up to date.
- Ensure it is adequate, relevant, and not excessive.
- Retained no longer than is necessary for specified purposes.
- Individuals given a copy of data upon request.

3. Responsibilities

- All executives and members have a duty to follow these principles; Disciplinary action may be taken against anyone who fails to comply with these rules and procedures.
- The Data Controller will have overall responsibility for data protection.
 - a. Other executives will have responsibility for the data pertaining to their area of work.
- The London Knights must ensure that personal data processed during club business is handled and stored in accordance with statutory requirements, and reasonable steps will be taken by all to ensure this is observed.
- All members will be consulted with as appropriate to ascertain what measures should be taken to increase awareness of data protection issues and that all necessary measures are taken to make sure this policy is effective.
- Where necessary proper training, supervision, and instruction will be given to members pertaining to data protection.
- Data will be monitored on an ongoing basis and carried out in compliance with the provisions of GDPR.
- Continually review data security arrangements, monitor risks of exposure, review and monitor security incidents, establish and implement initiative to enhance data security.



4. Confidential Information & Club Code of Ethics

- Members and participants of the London Knights activities and events entrust the club with important personal information. The nature of this relationship requires maintenance of confidentiality, even after the member has left the club.
- Any violation of confidentiality seriously injures the London Knights's reputation and effectiveness. Therefore all members are required not to discuss the club's confidential information with anyone who is not involved with the club, except with regards to safeguarding issues.
- Any Breaches must be reported to the Data Controller upon discovery.
 - a. The Data Controller will then contact the Information Commissioner's Office within 72 hours.

5. Privacy Notice

This privacy notice outlines how the London Knights will use your data in order to manage your membership within the club.

- Club Information
 - a. The London Knights is a British Dodgeball affiliated club which provides sports and social activities to its members.
- Purposes
 - a. To register and maintain your membership with the club.
 - b. To hold contact details in the event of an emergency or safeguarding concern.
 - c. To monitor equality and diversity in the club.
- Storage
 - a. Data will be stored on an online server secured.
- Length of Data Storage
 - a. Data will be held for the duration of your membership.
 - b. It will be deleted upon request or after 7 years on non-activity with the club.
- Access Request
 - a. You have the right to request a copy of your data held by the London Knights by contacting the Data Controller and should receive the information within 30 days.
- Personal Rights-Based
 - a. You have the right to have your personal data updated, rectified, or deleted as you wish.
 - b. You have the right to object to your personal data being processed and to withdraw your consent to processing by contacting the Data Controller.
- Complains
 - a. Should you wish to make a complaint or report a breach in relation to your personal data, you can do so by contacting the Information Commissioner's Office.



6. Members Declaration

- Members understand and will abide by this policy.
- Members will ensure that their personal data is updated one a yearly basis if not more frequently.
- Members understand that if they wish to resign their personal data all records will be deleted and they will forfeit any club membership or positions.

SIGNED:

NAME: Anthony Rosa

POSITION: Chair

DATE: 25/07/2022