

Stainland Lions Running Club – Data Protection

Information for volunteers...

New data protection law took effect on 25th May 2018. The new rules increase fines and penalties for failing to comply with the new rules, but the rules themselves are quite sensible and are designed to prevent abuse of individuals' personal information.

The key things to remember are that where you collect somebody's personal information:

- Tell folks up-front what you are going to do with their personal information.
- Only use personal information for the purpose for which it was collected.
- Store personal information securely, whether electronically or on paper.
- Tell people how long you will retain their information for and make sure you delete it when we no longer need it.
- Take care if you are transferring personal data between different people or different organisations to make sure it is secure.
- There are additional requirements relating to children's data.

DO	DON'T
<ul style="list-style-type: none"> - Obtain consent in writing when collecting somebody's personal information on behalf of the club. - Do store paper files securely (under lock and key) where they contain personal information. - Do password protect electronic documents containing personal information with a strong password. - Do destroy documents when we said we will or when they are no longer needed (whichever comes first). - Do add the recommended wording provided by England Athletics to entry forms if you organise a race. - Do advise the Chair and/or Vice Chair within 24hrs of a data breach, risk or issue. If you're not sure, report it! - Do ask any member or non-member who wishes to make a formal request relating to data protection or GDPR to contact the Chair and/or Vice Chair. 	<ul style="list-style-type: none"> - Don't use somebody's information for any purpose other than that which they gave consent for. - Don't include the password when you send a document by email. Instead, send the password separately, preferably another means, e.g. text. - Don't hold onto personal information indefinitely.