



# **DATA PROTECTION POLICY**

NOVEMBER 2015

## DATA PROTECTION POLICY

**BADMINTONscotland** is registered under the Data Protection Act 1998 and must comply with the eight data protection principles.

In terms of the Data Protection Act 1998 **BADMINTONscotland** is the 'data controller' and as such determines the purpose for which, and the manner in which, any personal data are, or are to be, processed.

**BADMINTONscotland** must ensure that they have:-

**1. OBTAINED DATA FAIRLY AND LAWFULLY**

**BADMINTONscotland** will put its name on all paperwork and will state what the information is to be used for and if necessary who will receive data.

**2. HOLD DATA ONLY FOR SPECIFIC AND LAWFUL PURPOSES**

**BADMINTONscotland** will ensure that data to be used for direct marketing purposes will be done with the permission of the data subjects and the third party will be asked to sign a declaration form stating how data is to be used. In addition they will be asked to agree not to copy the data for further use.

**3. DATA HELD IS RELEVANT, ADEQUATE AND NOT EXCESSIVE FOR ITS PURPOSE**

**BADMINTONscotland** will monitor the quantities of data held for their business purposes and ensure that we hold neither too much nor too little data in respect of the individuals about whom data is held.

**4. DATA HELD IS ACCURATE AND KEPT UP TO DATE**

All errors must be rectified as soon as **BADMINTONscotland** becomes aware of an error.

**BADMINTONscotland** provides its members with a copy of their data once a year for information and updating where relevant. All records are then amended accordingly.

**5. DATA IS NOT KEPT LONGER THAN NECESSARY**

All financial data will be held for seven years and then destroyed.

All personal data will be removed from the system after one year of non membership has lapsed.

**6. SECURITY**

**BADMINTONscotland** must ensure that it has adequate security precautions in place to prevent loss, destruction or unauthorised disclosure of the data.

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All **BADMINTONscotland** computers have a log on system, which allows only authorised personnel to access personal data. Passwords on all computers are changed frequently.

All personal, financial and child protection data is kept in a locked filing cabinet and can only be accessed by the Chief Executive or nominated member of staff.

When **BADMINTONscotland** staff are using laptop computers out of the office care should always be taken to ensure that personal data on screen is not visible to strangers.

**BADMINTONscotland** staff must ensure that all information gained in the course of their employment relating to the company and/or its clients, customers or suppliers remains confidential both during and after their employment with the company.

## **7. PREVENTION OF THE ACCIDENTAL LOSS OR THEFT OF PERSONAL DATA**

**BADMINTONscotland** automatically backs-up all data held. The back-up, which is password protected and AES encrypted, is held securely away from the office premises

**BADMINTONscotland** offices are locked out-with office hours and only staff and cleaners have keys to access the building.

## **8. TRANSFER OF DATA**

All personal data held by **BADMINTONscotland** must not be transferred outside the European Economic Area, unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

## **MANUAL DATA**

All membership forms are filed and are located within the **BADMINTONscotland** office premises. These files are cleared on an annual basis but Bankers Order forms are archived and kept for the duration of the membership.

## **THE RIGHTS OF INDIVIDUALS**

**All individuals for whom **BADMINTONscotland** holds data have the right to:**

- Be informed upon request of all the information held about them within 40 days.
- Prevent the processing of their data for the purposes of direct marketing.
- Compensation if they can show that they have been caused damage by any contravention of the Act.
- The removal or correction of any inaccurate data about them.

**BADMINTONscotland** has the right to charge a fee (presently no more than £10) for this service.