



Falmouth Wheelers Data Protection Policy

Policy brief & purpose

The Data Protection Act 2018 is the UK's implementation of the General Data Protection Regulation (GDPR). Everyone responsible for using personal data has to follow strict rules called 'data protection principles'.

The Falmouth Wheelers Data Protection Policy is our commitment to treat information of our members with the utmost care and confidentiality. With this policy, we ensure that we gather, store and handle data fairly, transparently and with respect towards individual rights.

Scope

This policy refers to all parties (members and their family, next of kin, guests and visitors.) who provide any amount of information to us.

Who is covered under the Data Protection Policy?

All parties (as defined under Scope above) and generally anyone we collaborate with or acts on our behalf and may need occasional access to data.

Policy elements

As part of our operations, we need to obtain and process information. This information includes any offline or online data that makes a person identifiable such as names, addresses and photographs.

Falmouth Wheelers collects this information in a transparent way and only with the full cooperation and knowledge of interested parties. Once this information is available to us, the following rules apply.

Your data will be:

- used fairly, lawfully and transparently
- used for specified, explicit purposes
- used in a way that is adequate, relevant and limited to only what is necessary
- accurate and, where necessary, kept up to date
- kept for no longer than the time considered necessary for the purpose for which it was collected
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage



Your data will not be:

- Communicated informally
- Stored for more than the time considered necessary for the purpose for which it was collected
- Transferred to other organisations without permission
- Distributed to any party other than the ones agreed upon by the data's owner (exempting legitimate requests from law enforcement authorities)

In addition to ways of handling the data the club has direct obligations towards all parties to whom the data belongs. Specifically, we must:

- Let all parties know which of their data is collected
- Inform all parties about how we'll process their data
- Inform all parties about who has access to their information
- Have provisions in cases of lost, corrupted or compromised data
- Allow all parties to request that we modify, erase, reduce or correct data contained in our databases

Actions

To exercise data protection, we're committed to:

- Restrict and monitor access to sensitive data
- Develop transparent data collection procedures
- Protect online data
- Establish clear procedures for reporting privacy breaches or data misuse
- Establish data protection practices (document shredding, secure locks, data encryption, frequent backups, access authorisation etc.)

Disciplinary Consequences

All principles described in this policy must be strictly followed. A breach of data protection guidelines will invoke disciplinary and possibly legal action.