



Data Protection Policy

2020

Brush Bowls and Sports Club data protection policy sets out our commitment to protecting personal data and how we implement that commitment with regards to the collection and use of personal data.

We are committed to:

- ❖ Ensuring that we comply with the data protection principles, as listed below;
 - Meeting our legal obligations as laid down by the Data Protection acts 1998 and being GDPR Complaint as of the act 2018.
 - Ensuring that data is collected and used fairly and lawfully.
 - Processing personal data in order to meet our operational needs or fulfil legal requirements.
 - Taking steps to ensure that personal data is up to date and accurate.
 - Establishing appropriate retention periods for personal data.
 - Ensuring that data subjects' rights can be appropriate exercised.
 - Providing adequate security measures to protect personal data.
 - Ensuring that a nominated officer is responsible for data protection compliance and provides a point of contact for all data protection issues.
 - Ensuring that all Club officers are made aware of good practice in data protection.
 - Providing adequate training for all staff responsible for personal data.
 - Ensuring that everyone handling personal data knows where to find further guidance.
 - Ensuring that queries about data protection, internal and external to the organisation, are dealt with effectively and promptly