** Glenrothes CC**

**General Data Protection Regulation (GDPR) Policy**

**The 6 Principles of GDPR**

1. **Lawfulness, Fairness & Transparency**

Legal Basis is secured, such as consent or legitimate interests for processing an individual’s data (for children under 16, parental consent is required)

Rights are upheld \*

Individuals are informed who is processing their data and the purpose of processing.

1. **Purpose Limitation**

 Only process data for the purpose in which it was collected, ie. to manage the club.

1. **Data Minimisation**

Only collect and process necessary data.

1. **Accuracy**

That information about individuals is correct and up-to-date.

1. **Storage Limitation**

Only retain information for a period that is reasonable.

1. **Condentiality & Integrity**

Data is secure at all times.

All club offcials handling data are aware of their responsibilities.

Complete and correctly linked data

**\*The Rights of Individuals Under The GDPR**

Under GDPR, all individuals associated with your club (members, parents, club officials etc) have the right to:

* Easily access their data.
* Have data rectified upon request.
* Have their data removed.
* Restrict the processing of their data.
* Data Portability.
* Object to their data being used

**To ensure compliance with the above, Glenrothes CC will :-**

* Seek consent from all individuals to collect, hold and process their personal information. In the case of children under 16, parental consent will be sought.
* Ensure that information will only be used for the purposes of managing the cricket club.
* Ensure the information is only held for as long as the individual is a member of the Club and will be updated regularly as required.
* Not share an individual’s data with a 3rd party without their consent. Club emails will be sent utilising the BCC facility when they are sent to more than one person or a group of individuals.
* Ensure the information – whether in digital format or paper – will be held securely, with only those who require access having access. Digital data/files/spreadsheets should be password protected and paper copies of forms should be stored in a locked drawer/box.
* Allow individuals access to their stored data if requested
* If requested by the individual, will delete their data from our records.