

Hornsey Pétanque Club (HPC) Data Protection Policy

1) Definitions

1. Personal data is information about a person which is identifiable as being about them. It can be stored electronically or on paper, and includes images and audio recordings as well as written information.
2. Data protection is about how we, as an organisation, ensure we protect the rights and privacy of individuals, and comply with the law, when collecting, storing, using, amending, sharing, destroying or deleting personal data.

2) Responsibility

3. Overall and final responsibility for data protection lies with the HPC Executive Committee, who are responsible for overseeing activities and ensuring this policy is upheld.
4. All members are responsible for observing this policy, and related procedures, in all areas of their activity for the Club.

3) Overall policy statement

5. HPC needs to keep personal data about its committee, members and supporters in order to carry out the Club's activities.
6. We will collect, store, use, amend, share, destroy or delete personal data only in ways which protect people's privacy and comply with the UK General Data Protection Regulation (GDPR) and other relevant legislation.
7. We will only collect, store and use the minimum amount of data that we need for membership records, contacting members on Club matters and

distributing information about the Club's activities, and will not collect, store or use data we do not need.

8. We will only collect, store and use data for:
 - purposes for which the individual has given explicit consent, or
 - purposes that are in our Club's legitimate interests, or
 - contacts with the individual whose data it is, or
 - to comply with legal obligations, or
 - to protect someone's life, or to perform public tasks.
9. HPC may take photos of its activities. These images will be used by HPC to share news about its activities, and to publicise future activities. Images may be used in, but not limited to, press releases, printed publicity and published on HPC's website.
10. We will provide individuals with details of the data we have about them when requested by the relevant individual.
11. We will delete data if requested by the relevant individual, unless we need to keep it for legal reasons or Club administration purposes.
12. We will endeavour to keep personal data up-to-date and accurate.
13. We will store personal data securely.
14. We will not share personal data with third parties without the explicit consent of the relevant individual, unless legally required to do so.
15. In the event of a data breach, we will endeavour to rectify the breach by getting any lost or shared data back, evaluate our processes and understand how to avoid it happening again. Serious data breaches which may risk someone's personal rights or freedoms will be reported to the Information Commissioner's Office within 72 hours, and to the individual concerned.

4) Review

This policy will be reviewed every two years by the Executive Committee.

Date: *September 2024*

Signature (Chair) *Peter Emery*

Signature (Secretary) *Tania Simon*