

# Corby And District Sub Aqua Club

## BSAC Branch 1103



### GDPR STATEMENT

- 1) **Corby And District Sub Aqua Club (CADSAC)** needs to keep personal data about its committee, and members, in order to carry out group activities.
- 2) We will collect, store, use, amend, share, destroy or delete personal data only in ways which protect people's privacy and comply with the General Data Protection Regulation (GDPR) and other relevant legislation.
- 3) We will only collect, store and use the minimum amount of data that we need for clear purposes, and will not collect, store or use data we do not need.
- 4) We will only collect, store and use data for:
  - a. purposes for which the individual has given consent, or
  - b. purposes that are in our group's legitimate interests
- 5) We will provide individuals with details of the data we have about them when requested by the relevant individual.
- 6) We will delete data if requested by the relevant individual, unless we need to keep it for legal reasons.
- 7) We will endeavour to keep personal data up-to-date and accurate.
- 8) We will store personal data securely.




- 9) We will keep clear records of the purposes of collecting and holding specific data, to ensure it is only used for these purposes.
- 10) We will not share personal data with third parties without the explicit consent of the relevant individual, unless legally required to do so.
- 11) We will endeavour not to have data breaches. In the event of a data breach, we will endeavour to rectify the breach by getting any lost or shared data back. We will 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.
- 12) The committee need to be in contact with one another in order to run the organisation effectively and ensure its legal obligations are met.
- 13) The Committee contact details will be shared among the committee.
- 14) Committee members will not share each other's contact details with anyone outside the committee or use them for anything other than CADSAC business.

This policy will be reviewed every two years

Date.....09/02/2023.....

Signature (Chair).....

Signature (Secretary)...  .....

