

TTARC Data Protection Statement

1. General

We shall collect, hold and process personal data in accordance with the provisions of the Data Protection Act 1998. These provisions apply to personal data held on a members personal file or on any associated or computerised record. Additionally, European Directives applying to Data Protection are also now in place and apply to all forms of data.

2. Key Principles

Where data is held under the provisions of the Data Protection Act 1998, we will ensure that personal data is:

- Fairly and lawfully processed.
- Processed for specified purposes and in an appropriate way.
- Relevant and sufficient for the purpose.
- Accurate and up to date.
- Kept only for as long as necessary.
- Processed in accordance with individuals' rights.
- Kept Secure.
- Transferred to countries outside Europe only if the receiving country has equivalent controls

3. Your Rights

- Where consent is required, we will obtain your consent before processing data that relates to you.
- You are entitled, upon request, to be informed whether personal data about you is being processed, and to be provided with a description of the data, any information available as to its source (if known), the purposes for which it is being processed, and details of the recipients to whom it is being disclosed. We will provide this information upon request, although, we reserve the right to make a charge for providing this information. In certain circumstances and upon request, we will stop processing personal data about you if it is likely to cause substantial damage or distress to you or someone else. Any requests relating to the above should be made in writing to our Data Protection Officer Mr J Lewis.

Your Obligations

- You are required to make yourself familiar with and follow our Data Protection Policy, which sets out the way in which we require personal data to be treated in order to comply with the law. Our Data Protection Policies are available on the website and copies can be obtained from our Data Protection Officer.

Security

We will ensure that appropriate measures are adopted to guard against unauthorised and unlawful processing, or the accidental loss, destruction of or damage to data.

Assistance

The subject of data protection is a complicated one. If you require guidance or assistance you should contact our Data Protection Officer who will be pleased to help you and answer any queries that you may have.

Data Breach

At TTARC we are very aware of Principle Seven of the Data Protection Act which states that; 'appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.'

If a breach occurs we would take the following steps:

1. Containment and recovery
2. Assessment of ongoing risk
3. Notification of breach
4. Evaluation and response

Containment and recovery

As soon as a breach of confidentiality is discovered we would assign a person to be responsible for ensuring that the breach is contained. We would establish who needs to be aware of the breach and how they can help in containing it.

We would act to recover the data as soon as possible .If we felt it was appropriate we would inform the police.

Assessment of ongoing risk.

We would assess the type of data involved and it's level of sensitivity. We would also assess how much data was involved and the number of people affected.

We would endeavour to find out what has happened to the data and if stolen, whether it could be used harmfully. We would assess whether the data could lead to physical risk or damage of reputation for the people involved. We would also assess whether the information could lead to identity fraud or financial loss.

Dependent on the type of data we would also assess the damage to the reputation of the club.

Notification of breach

We would decide who needed to be informed of the breach. This would be based on who was involved and the type of information. We would make sure that we were meeting our security obligations with regard to the seventh data protection principal. We would also make sure we have a clear purpose as to our reasons for notifying individuals.

If it was felt necessary we would inform the ICO. For guidance on whether to inform them we would go to www.ico.gov.uk

Evaluation and response

We would investigate the cause of the breach and how we responded to it. We would review all aspects and update our policies and procedures in light of what we found.

We would look for any weak points in our system and work to improve them.