

Houghton Volleyball Club

Data Protection Policy

Houghton is committed to complying with data protection law and to respecting the privacy rights of individuals. The policy applies to all of our members, employees and volunteers.

This Data Protection Policy sets out our approach to data protection law and the principles that we will apply to our processing of personal data. The aim of this Policy is to ensure that we process personal data in accordance with the law and with the utmost care and respect

Houghton Volleyball Clubs ensures in accordance with General Data Protection Regulations that data is:

1. Processed securely

Members' contact details and consent confirmations are stored securely with the clubs Safeguarding Officer. To administer your membership, data will only be securely shared with the Houghton committee members.

2. Only what the club needs

On joining, members will be issued with a copy of the Data Privacy Notice and Membership/Consent Form by the club. These make it clear to members:

- What personal data it holds
- Why this information is needed
- How long this data will be kept for
- Who this data will be accessed by and shared with

3. Updated regularly and accurately

The information held by the club will be checked annually by the Club Safeguarding Officer and, if necessary, updated to ensure accuracy.

4. Only shared if the individual has given consent

From time to time some or all the member's information held may need to be shared; for example, with tournament organisers or Volleyball England for player registration purposes. Data will only be shared with third-parties in the pursuance of club activities, including social events only when supported by consent from the members concerned.

5. Only used for the purpose for which it was collected

The information held on behalf of the club will only be used once consent has been gained to contact members, to record attendance and to record payment of membership and

non-member fees.

6. Under 18's

Permission to hold and share the personal information held by the club for members under 18 years of age will be obtained via the club membership form from their parent/legal guardian.

7. Members' rights

Under Data Protection Laws individuals have certain rights in relation to their own personal data. The club accepts that each member has the right to request to see what information is held about them by the club. The club also accepts that it is the member's right to request that some or all of the information held by the club is deleted at any time. However, it is the requirement of the club to inform the member that deletion of some or all of the data held may negatively affect their membership status.

Copies of this policy and the Data Privacy Notice are available on the club website.