

## Team Milton Keynes

### Data Protection Policy

#### Our Policy

Team Milton Keynes is committed to complying with data protection law and this policy applies to all of our members, officials and volunteers

As a member with access to club members' personal data you have an important role to play in achieving these aims. It is your responsibility, therefore, to familiarise yourself with this Policy and to apply and implement its requirements.

If at any time you have any queries on this Policy, your responsibilities or any aspect of data protection law, seek advice from the committee.

Please take care with all personal data and items containing personal data you handle or come across so that it stays secure and is only available to or accessed by authorised members.

Personal data is data that relates to a living individual who can be identified from that data.

We must only use personal data for the legitimate reasons of the operation of the club - for example, keeping in touch with members, organising or communicating club activities, training sessions, participants about competition dates, upcoming events, social events or access to club facilities.

Virtually anything we do with personal data is processing including collection, modification, transfer, viewing, deleting, holding, backing up, archiving, retention, disclosure or destruction. Even just storage of personal data is a form of processing. We might process personal data using computers or manually by keeping paper records.

#### 1. Practical matters

Whilst you should always apply a common sense approach to how you use and safeguard personal data

- 1.1 Never leave any items containing personal data unattended in a public place
- 1.2 Do password protect laptops, documents and databases containing personal data.
- 1.3 Do dispose of any materials containing personal data securely, whether the materials are paper based or electronic.
- 1.4 Wherever possible only use the British Cycling membership system to process and access members' data and keep any downloads of data to a minimum. Best practice is then to always delete any downloaded data once it has been used.
- 1.5 The club uses a cloud based filing system for all club documents – please ensure you use the system whenever possible.
- 1.6 When sending emails to more than one member – ensure you use the BCC address field for all personal email addresses.

I have read and noted the above policy and guidelines

Name	Club Role	Signature	Date

Data held/ accessed

Contact information		Personal Health data		NOK Contact details	
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