



DATA PROTECTION POLICY

SCOPE OF THE POLICY

This policy applies to the work of the Federation of Artistic Roller Skating (hereafter "FARS"). The policy sets out the requirements that FARS must use to gather personal information for membership purposes. The policy details how the personal information will be gathered, stored and managed in line with data protection principles and the General Data Protection Regulation. The policy is reviewed on an ongoing basis by the FARS Trustees and should be read in conjunction with the FARS Privacy Notice.

WHY THIS POLICY EXISTS

This data protection policy ensures that FARS:

- Complies with data protection law and follows good practice.
- Protects the rights of members, staff and volunteers.
- Is open about how it stores and processes members data.
- Protects itself from the risk of a data breach.

GENERAL GUIDELINES FOR TRUSTEES, FARS EXECUTIVE BOARD AND MANAGEMENT COMMITTEES

The only people able to access data covered by this policy should be those who need to communicate with or provide a service to the members of FARS.

Data should not be shared informally or outside of FARS.

FARS will provide instruction to those who need to access members personal data to ensure that there is sufficient understanding of their responsibilities.

Whoever is in receipt of members personal data should ensure that it is securely held and password protected.

Personal data should not be shared outside of FARS unless prior consent has been given and/or for specific and agreed reasons.

DATA PROTECTION PRINCIPLES

The General Data Protection Regulations identify 8 data protection principles.

1. Personal data shall be processed lawfully, fairly and in a transparent manner.
2. Personal data can only be collected for specific, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
3. The collection of personal data must be adequate, relevant and limited to what is necessary compared to the purposes the data is collected for.
4. Personal data held should be accurate and kept up to date. All reasonable steps should be taken to ensure that any inaccurate data is erased or rectified without delay.
5. Personal data which permits identification of an individual should not be kept for longer than necessary.
6. Personal data must be processed in accordance with the individual's rights.
7. Personal data must be processed in a manner that ensures security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.
8. Personal data cannot be transferred to a country outside out of the European Union unless that territory ensures an adequate level of protection for the rights and freedoms of individuals in relation to the processing of personal data.

Lawful, fair and transparent data processing

FARS requests personal information from members and potential members for the purposes of sending communications about their involvement with FARS. The forms used to request personal information will contain privacy statement informing members and potential members as to why the information is being requested and what the information will be used for. Members will be asked to provide their consent for their data to be held and a record of this consent along with the information will be securely held. FARS members will be informed that they can, at any time, remove their consent and will be informed as to who to contact should they wish to do so. Once a FARS member requests not to receive certain communications this will be acted upon promptly and confirmation will be sent to the member advising that the request has been actioned.

Processing for Specific, Explicit and Legitimate Purposes

Members will be informed as to how their information will be used and the Trustees and FARS Executive Board will seek to ensure that members information is not used inappropriately. Appropriate use of information provided by members will include:

- Communicating with members about FARS events and activities.
- Communicating with members about their membership and/or renewal of their membership.
- Communicating with members about specific issues that have arisen during the course of their membership.

FARS will ensure that all members of the FARS management team who have access to members personal data are aware of what would be considered appropriate and inappropriate communication.

FARS will ensure that members information is managed in such a way as not to infringe an individual members rights which include:

- The right to be informed.
- The right to access their information held by FARS.
- The right to rectification or erasure.
- The right to restrict processing.
- The right to data portability.
- The right to object.

Adequate, Relevant and Limited Data Processing.

Members of FARS will only be asked to provide information that is relevant for membership purposes. This will include:

- Name.
- Postal Address.
- Telephone No.
- E-mail address.

Where additional information is required, such as medical information in respect of an international competition, this will be obtained with the specific consent of the member who will be informed as to why this information is required and the purpose it will be used for.

There may be occasional circumstances where a members' data needs to be shared with a third party as required by a statutory body or as a result of an accident. Where it is in the best interest of the member or FARS that the personal data be shared, then consent does not have to be sought from the member.

Accuracy of Data and Keeping Data up to Date

FARS have a responsibility to ensure members' information is kept up to date. Members will be required to advise the FARS Office if any of their personal information changes. In addition, on an annual basis, the membership renewal form will provide an opportunity for members to resubmit their personal information and reconfirm their consent for FARS to communicate with them.

Accountability and Governance

The FARS Trustees are responsible for ensuring that FARS remains compliant with data protection requirements and can evidence that it has. For this purpose, those from whom data is required will be asked to provide written consent, and that written consent will be securely held as evidence of compliance. The FARS Trustees will ensure that new members of the FARS Executive Board and Management Committees are advised of their responsibilities under the data protection regulations. The FARS Trustees will review data protection and who has access to information on a regular basis as well as reviewing what data is held.

Secure Processing

The FARS Trustees, FARS Executive Board and Management Committees have a responsibility to ensure that data is both securely held and processed. This will include:

- All files containing personal data are password protected.
- Restricting access of sharing member information to those who need to communicate with members.
- Using password protection on laptops and PC's that contain personal information.
- Ensuring that all laptops and PC's containing personal information have a suitable fire wall.

Subject Access Request

FARS members are entitled to request access to the information that is held by FARS. The request needs to be in writing to the FARS Office. On receipt of the request, it will be formally acknowledged and dealt with within 14 days unless there are exceptional circumstances as to why the request cannot be granted. FARS will provide a written response detailing all the information held on the member. A record will be kept of the date of the request and the date of the response.

Data Breach Notification

Where a data breach has occurred, action shall be taken to minimize the harm by ensuring that the FARS Trustees, FARS Executive Board and all Management Committees are aware that a breach has taken place and how it has occurred and to rectify the cause as soon as possible to prevent further breaches. The affected FARS members will be informed of the data breach and the actions taken to resolve the breach.

If a FARS member contacts FARS to say that they feel that there has been a breach by FARS, the member will be asked to provide an outline of their concerns, followed by full details in writing either by letter or e-mail. The concern will be investigated by the FARS Trustees, records will be kept and all those involved notified of the outcome.