



## BRADFORD DRAGONS BASKETBALL CLUB

### & COMMUNITY FOUNDATION

#### Data Protection Policy

1. Bradford Dragons Basketball Club & Community Foundation holds three types of information which are covered by this policy
  - **organisational** information – publicly available information about organisations and some confidential information
  - **personal** information – information about individuals such as names, addresses, job titles
  - **sensitive** personal information – in general this kind of information is only held about paid members of the Club. There are, however, instances where sensitive information is held about other people.

Information about organisations is not covered by the Data Protection Act. However there is sometimes ambiguity about whether certain information is personal or organisational. For instance the contact details may be someone's home address. Also Bradford Dragons Basketball Club & Community Foundation should strive for best practice as regards organisational information. For these reasons organisational information is covered by this policy.

The organisations and people about which Bradford Dragons Basketball Club & Community Foundation holds information are referred to in this policy as data subjects

2. Bradford Dragons Basketball Club & Community Foundation will not hold information about individuals without their knowledge and consent.
3. Bradford Dragons Basketball Club & Community Foundation will only hold information for specific purposes. It will inform data subjects what those purposes are. It will also inform them if those purposes change. The only exception to this is that Bradford Dragons Basketball Club & Community Foundation will make it clear to members that it is a condition of their membership that Bradford Dragons Basketball Club & Community Foundation will decide what should happen to information supplied about the organisation (but not about individuals within the organisation, other than post holder names).
4. Information will not be retained once it is no longer required for its stated purpose.
5. Bradford Dragons Basketball Club & Community Foundation will seek to maintain accurate information by creating ways in which data subjects can update the information held.

6. Data subjects will be given the option not to receive marketing mailings from Bradford Dragons Basketball Club & Community Foundation or other organisations (but see 3 above).
7. Data subjects will be entitled to have access to information held about them by Bradford Dragons Basketball Club & Community Foundation.
8. Information about data subjects will not be disclosed to other organisations or to individuals who are not members of Bradford Dragons Basketball Club & Community Foundation except in circumstances where this is a legal requirement, where there is explicit or implied consent or where the information is publicly available elsewhere.
9. Bradford Dragons Basketball Club & Community Foundation has procedures for ensuring the security of all personal data. Paper records containing confidential personnel data are disposed of in a secure way.
10. Bradford Dragons Basketball Club & Community Foundation has a set of procedures covering all areas of its work which it follows to ensure that it achieves the aims set out above.
11. The Company Secretary has been designated as the Data Protection Compliance Officer for Bradford Dragons Basketball Club.
12. At the beginning of any new project or type of activity the member of the Club managing it will consult the Company Secretary about any data protection implications.
13. There may be situations where Bradford Dragons Basketball Club & Community Foundation works in partnership with other organisations on projects which require data sharing. Bradford Dragons Basketball Club & Community Foundation will clarify which organisation is to be the Data Controller and will ensure that the Data Controller deals correctly with any data which Bradford Dragons Basketball Club & Community Foundation has collected.
14. All new staff will be given training on the data protection policy and procedures.
15. Bradford Dragons Basketball Club & Community Foundation will carry out an annual review of its data protection policy and procedures.

Date March 2015