



## Data Protection Policy

### Introduction

Our organisation will comply with the applicable legislation including the General Data Protection Regulation (GDPR) 2018. This legislation regulates the way in which personal data about individuals, whether held digitally or in a manual filing system, is subjected to any processing operation, including collection, storage, use, disclosure, and destruction.

West Oxon Boxing and Fitness need to gather and use certain information about individuals and this policy describes how this personal data must be collected, handled, and stored to meet the organisation's data protection standards — and to comply with the law.

### Scope

This policy applies to all data that the organisation holds relating to identifiable individuals, including current, past, and prospective employees, members, business contacts, and other people associated with the club.

These rules apply regardless of whether data is stored electronically, on paper or on other materials.

### Definitions

Definitions used in the GDPR 2018 and in this policy are as follows:

- **Personal data** is any information relating to an identified or identifiable natural person, either through their name or another identifier such as an identification number.
- **Processing** refers to any operation performed on personal data, whether or not by electronic or automated means, such as collection, use, storage, disclosure, or destruction.
- **Data subject** is the term used to describe any given person when identified in relation to their personal data.
- Special categories of personal data encompass ethnicity and data concerning health, among other categories. To process these, there are extra requirements. Similar requirements exist in the GDPR for processing data on criminal convictions or offences.

## **Principles**

Our organisation will comply with the principles included in the legislation, ensuring that personal data is:

1. Processed lawfully, fairly and in a transparent manner.
2. Collected for specified, explicit and legitimate purposes and not further processed in a manner incompatible with those purposes.
3. Adequate, relevant, and limited to what is necessary in relation to those purposes.
4. Accurate and, where necessary, kept up to date.
5. Kept in a form which permits identification of data subjects for no longer than is necessary to fulfil the purposes for which the personal data is processed.
6. Processed in a manner that ensures appropriate security of the personal data; and
7. Processed in accordance with the rights of data subjects.

## **Review**

This policy will be reviewed annually.