



# Data Protection Policy

## Fit4Rugby

### **1. Data Protection**

Fit4Rugby is committed to data protection in accordance with responsibilities under GDPR, which requires that personal data shall be:

- a. processed lawfully, fairly and in a transparent manner in relation to individuals.
- b. collected for specified, explicit and legitimate purposes only with no further use in a manner that is incompatible with the intended purpose.
- c. adequate, relevant and limited data to what is necessary in relation to the purposes for which the information was collected.
- d. accurate and kept up to date; every reasonable step taken to ensure that any personal data that is inaccurate is deleted.
- e. kept in a form which permits identification of data for no longer than is necessary for the purposes for which the personal data is needed, safeguarding the rights and freedoms of individuals.
- f. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical measures.

### **2. General Provision**

- a. This policy applies to all personal data held by Fit4Rugby.
- b. The directors shall take responsibility for ongoing compliance with this policy.
- c. This policy shall be reviewed annually.
- d. Individuals have the right to access their own personal data and any request made to Fit4Rugby shall be dealt with in a timely manner.
- e. Where communications are sent to individuals, by text and/or email based on their consent, this consent may be withdrawn at any time..
- f. Fit4Rugby will ensure that personal data is relevant and limited to information solely needed for purpose.
- g. Fit4Rugby will take reasonable steps to ensure all personal data is accurate.
- h. Fit4Rugby will ask parents/carers to update information when necessary but this will also be annually updated at the start of each annual Rugby season.

### **3. Security**

- a. Fit4rugby shall ensure that personal data is stored securely using modern software that is kept-up-to-date.
- b. Access to personal data is limited to Fit4Rugby personnel who need access and appropriate security is taken to avoid unauthorised sharing of information.
- c. When personal data is deleted this is done safely such that the data is irrecoverable and any paper copies destroyed.

**This policy dated January 2022**