DATA PROTECTION POLICY STATEMENT

# **GENERAL PRINCIPLES**

## This statement defines Goalball UK’s policy in respect of obtaining, storing and using personal information relating to its employees and other stakeholders.

## We regard the lawful and correct treatment of personal information as important to the success of the company and to maintaining confidence between those with whom we deal and ourselves. To this end we fully endorse and adhere to the Principles of data protection as set out in the Data Protection Act 1998.

## Data Protection Act

## The eight Principles require that personal information:-

### Shall be processed fairly and lawfully and in particular shall not be processed unless specific conditions are met

### Shall be obtained only for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or those purposes

### Shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed

### Shall be accurate and, where necessary, kept up to date

### Shall not be kept for longer than is necessary for the specified purpose(s)

### Shall be processed in accordance with the rights of data subjects under the Act

### Should be subject to appropriate technical and organisational measures to prevent the unauthorised or unlawful processing of personal data, or the accidental loss, destruction or damage to personal data

### Shall not be transferred to a country or territory outside the EU unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

## Therefore Goalball UK will, through appropriate management and strict application of criteria and controls:-

### Observe fully conditions regarding the fair collection and use of information

### Meet its legal obligations to specify the purposes for which information is used

### Collect and process appropriate information only to the extent that it is needed to fulfil our operational needs or to comply with any legal requirements

### Ensure that information is held for no longer than necessary

### Ensure that the rights of people about whom information is held can be fully exercised under the Act ie the right to be informed that processing is being undertaken, to access one’s personal information, to prevent processing in certain circumstances and to correct, rectify, block or erase information that is regarded as wrong information

### Take appropriate technical and organisational security measures to safeguard personal information

### Ensure that personal information is not transferred without suitable safeguards.

# **DEFINITIONS**

## Personal Data

### This is data which relates to a living individual who can be identified from that data, or other information which is in the possession of or is likely to come into the possession of, the data controller, and includes any expression of opinion about the individual and any indication of the intentions of the data controller or any other person in respect of the individual.

## Sensitive Personal Data

### Categories of personal data consist of details regarding an individual's racial or ethnic origin; political opinions; religious beliefs or other beliefs of a similar nature; membership of a trade union; physical or mental health or condition; sexual life; the commission or alleged commission of any offence; proceedings for any offence committed or alleged to have been committed, the disposal of such proceedings or the sentence of any court in such proceedings.

# **REQUIREMENTS**

## All personal data will be processed in accordance with the principles of the Data Protection Act 1998. Only data to which Goalball UK is legally entitled will be obtained and, unless self-evident, the data subject will be advised of the purpose for which it is required.

## Sensitive personal data will only be obtained if it is necessary for Goalball UK to comply with any legal requirements and / or to fulfil any legal obligations it has in connection with the employment of individuals.

## Personal data will be obtained and processed only for limited purposes and not in any manner incompatible with those purposes. The extent of personal data obtained and processed will be adequate, relevant and not excessive for the required purposes.

## Personal data will be kept up to date, where necessary, and kept for no longer than is necessary for the purpose for which it was obtained. Personal data will be processed in line with data subjects' rights under current legislation. This includes the entitlement, or written request, to see their personal data or sensitive personal data held by Goalball UK on computer or other electronic systems at reasonable intervals. Goalball UK may charge a sum, no greater than the statutory maximum, for supplying information under a subject access request.

## Measures will be taken to ensure, as far as is reasonably practicable, security and confidentiality in obtaining, handling, storing and disposal of personal data.

## Monitoring

### This policy will be regularly monitored to ensure that it can be applied equally to all employees and stakeholders and updated where appropriate to meet changing legislation and organisational requirements.

## Review

### This policy is subject to regular review to reflect, for example, changes to legislation or to the structure or policies of Goalball UK.

## CEO

### The Chief Executive Officer has overall responsibility for the management of Data Protection. However, all employees and stakeholders of Goalball UK and agencies and consultancies contracted to carry out work for it are required to abide by the requirements set out in this Policy and to comply with any requests from their manager to notify him or her of any changes to their personal data kept by the company.