



## Medway Rugby Club Data Protection Policy

As a Data Controller, we gather and use certain information about individuals in order to conduct necessary club deliverables. This can be in the form of names, emails, phone numbers, etc. The majority of data is provided to us directly from the individual it is referring to. We shall only use personal data for the purpose for which it was received, for example a club hire enquiry. The persons we may hold data on can include customers, players, suppliers, business contacts and other people the club has a relationship with or may need to contact to provide our services.

To comply with The Data Protection Act and EU General Data Protection Regulation we have numerous processes and security measures in place to ensure our compliance regarding the handling of personal information. The legislations, and in turn our procedures, are underpinned by the following important principles on personal data:

1. Be processed fairly and only for specific, lawful purposes
2. Be obtained with consent
3. Be adequate, relevant and not excessive
4. Be accurate and kept up to date
5. Not be held for any longer than necessary
6. Processed in accordance with the rights of data subjects
7. Be protected in appropriate ways
8. Regarding EU Citizens, not be transferred outside the European Economic Area (EEA), unless that country or territory also ensures an adequate level of protection

These principles apply to all data that the Rugby Club holds relating to identifiable individuals, even if that information technically falls outside of the Data Protection Act or GDPR. This can include:

- Names of individuals
- Postal addresses
- Email addresses
- Telephone numbers
- Bank Details
- Plus any other information relating to individuals

Practically, personal data is of no monetary value to the Rugby Club however, it is when personal data is accessed wrongly and used that it can be at the greatest risk of loss, corruption or theft. For these reason we shall ensure that all data we hold is held securely, devices are protected from cyber-attacks and data is only kept for as long as it is necessary for us to do so.

Should you have any questions about how we process data please contact us on 01634 847737 or email [medway.rugby@mrfc.net](mailto:medway.rugby@mrfc.net)