

West of England Billiards & Snooker Foundation

Data Protection Policy



This policy is reviewed annually and any amendments made will be shown in **bold underlined**.

The West of England Billiards & Snooker Foundation (data controller) is required to comply with the Data Protection Act 1998 in relation to any information we hold about volunteers and participants. This applies to information we hold electronically on a computer and in paper files.

What are the Data Protection Act Data Processing Principles?

There are eight data protection principles that we must follow. Data must be:

- processed fairly and lawfully
- processed only for specified particular purposes
- adequate, relevant and not excessive for the purposes for which it is kept
- accurate and kept up to date
- not kept for longer than necessary
- processed in accordance to the subject's rights
- kept with appropriate security measures
- not transferred to countries outside the European Economic Area

What information is collected and why?

As a not-for-profit community group we are required to retain certain types of information in order to operate effectively and comply with relevant guidelines and legal frameworks. We need to ensure our participants can access our activities and receive support (as appropriate) in a safe and controlled manner.

In order to do so, we will collect details to administer **participant** records which may include information about any special considerations, health issues and access requirements as well as people who we can contact in the event of an emergency. We also need to record and retain the personal details of our volunteers along with relevant background checks. Financial details will be recorded to manage and maintain our accounts. We may also collect questionnaire responses, case studies and photographs for the purpose of publicising the work that we do to recruit new **participants** and volunteers as well as being used for funding applications. Where this is the case, we will seek additional explicit consent from the individual(s) involved.

We also need to process certain types of sensitive information that may include the following:

- Specific health conditions
- Physical and mental health details
- Incident and accident information
- Information about offences or alleged offences
- Disciplinary cases
- Complaints
- Child protection issues and adult safeguarding matters

Who the information is processed about?

- **Participants**
- Volunteers
- Supporters
- People who make enquiries
- People who make complaints

Who might the information may be shared with?

We sometimes need to share the personal information we process with the individual themselves, and with other organisations. If we do so, we are required to comply with all aspects of the Data Protection Act (DPA). We may need to share some of the personal information we hold to the different organisations listed below:

- Current, previous or prospective employers (reference checks)
- Suppliers and service providers
- Safeguarding bodies (Social Services, Police)
- Healthcare and Social welfare organisations
- Funding bodies
- Parent, guardian or nominated representative
- Our DBS umbrella organisation

How will the information be stored?

Information contained on paper documents will be stored in secure cabinets and electronic information will be password protected and encryption used as appropriate.

How can I access the information you hold about me?

Anyone who we process information about has the right under the Data Protection Act to access the information we hold about them. This can be done via email in the first instance to websf_uk@yahoo.co.uk where you will be given further information to forward a formal request in writing.

Links to our other policies & procedures and Codes of Conduct can be found [here](#):

<p>This policy was last reviewed on 17th August 2018 Reviewed by: Steve Canniford and Deborah Branton</p>
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