

## **NWG Data Protection & Privacy Policy**

This Data Protection & Privacy Policy outlines how we ensure personal data is processed lawfully, fairly, and transparently in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. This policy should be read alongside our Privacy Notice and other club policies.

### **1. Policy Statement**

- We are committed to protecting personal data and respecting the privacy of our members, staff, and visitors.
- Personal data will only be collected and processed for legitimate and specified purposes.

### **2. Data Protection Principles**

We adhere to the following principles:

- data is processed lawfully, fairly, and transparently;
- data is collected for specified and legitimate purposes;
- data is adequate, relevant, and limited to what is necessary;
- data is accurate and kept up to date;
- data is retained only for as long as necessary;
- data is processed securely.

### **3. Roles & Responsibilities**

- The club is responsible for ensuring appropriate data protection measures are in place.
- Staff and volunteers must handle personal data responsibly and in line with this policy.

### **4. Data Security**

- Appropriate technical and organisational measures are in place to protect personal data.
- Access to personal data is restricted to authorised individuals.

## **5. Breach Management**

- Any suspected data breach must be reported to club management immediately.
- Data breaches will be assessed and managed in accordance with legal requirements.

## **6. Monitoring & Review**

- This policy will be reviewed regularly to ensure continued compliance with legislation and best practice.