



Data Protection Policy for Liverpool Phoenix CC (Aintree)

Introduction

The General Data Protection Regulation (GDPR) is the legislation around the protection of personal data in the UK which all organisations must conform to irrelevant of size. It is the aim of the Liverpool Phoenix CC (Aintree) to protect the personal data of all its members, and only the people who need access to the data have access to it.

Personal data

What is personal data? Personal data is any information relating to an identifiable person, for example, an address, date of birth. Within any organisation there must be, an identified data controller and data protection officer, these two roles will be fulfilled by the Club secretary.

GDPR

A lot of the rules and regulations around the GDPR are not applicable due to the nature of what we are, simply a group of like-minded people in a cycling club. The data the Club holds on its members is very limited and so there is very little chance of a breach of the GDPR. However, the data we do hold must be secure and have the appropriate care and attention applied.

The right of access to personal data

Any club member whose data the Club holds has a right to full access to that data, so that they are aware of and can verify the data held. The Club may also hold supplementary information about a Club member, for example, a mobile telephone number.

The right to restrict processing personal data

Club members may wish to restrict the processing of their personal data. For the purpose of this policy, this means being omitted from membership circulars.

It will be the Club policy to presume consent on completion of a Club membership form, consent is given to the Club to include the member in email or any other method of distribution of Club circulars.

Disclosures of personal data

Disclosures may be requested from law enforcement bodies, for example, Police. For a disclosure to be made, a disclosure form ([Appendix A](#)) would be required to be completed for the purposes of an auditable trail.

No information will be given to a third party (with the exception of the parties identified) without the consent of the individual or individuals concerned.



Appendix A

REQUEST FOR THE DISCLOSURE OF PERSONAL INFORMATION

General Data Protection Regulation (EU) 2016/679 and the Data Protection Act 2018

If your organisation has any queries regarding disclosure of the requested information, please contact the Club Secretary.

To: The Club Secretary of the Liverpool Phoenix CC (Aintree)

The information I require relates to

a) Member b) Police Log No. (if relevant)

Alias (if relevant) D.O.B.

e) An on-going investigation of the suspect or offender is continuing and your assistance is required to give further information on your Club member.

The details I have to assist you are

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I am requesting this information to assist with my enquiries into:

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1	The prevention and detection of crime, or the apprehension and prosecution of offenders	DPA 2018 Schedule 2 Part 1 2 (1) Regulatory Reform (Fire Safety) Order 2005 , Explosives Regulations 2014 ('MSER') Fire and Rescue Services Act 2004.	
2	To prepare a file for the coroners court	The Coroners (Investigations) Regulations 2013	
3	For securing the health, safety and welfare of persons at work For protecting persons other than persons at work against risk to health or safety arising out of or in connection with the actions of persons at work.	DPA 2018 Schedule 2 Part 2 7(4) (a) (b)	



The General Data Protection Regulation (EU) 2016/679 and The Data Protection Act 2018 define personal data as any information relating to an identified or identifiable natural person.

Human Rights Act 1998 Article 8 – (2) There shall be no interference by a public authority with the exercise of this right except such as is in accordance with the law and is necessary in a democratic society in the interests of national security, public safety or the economic well-being of the country, for the prevention of disorder or crime, for the protection of health or morals, or for the protection of the rights and freedoms of others.

I confirm that:-

- All requested information will be disclosed through e-mail. Disclosed information will be kept on the relevant electronic database for as long as is required, after which it will be permanently deleted from the Liverpool Phoenix CC (Aintree) files.
- If this personal data is not disclosed for the purposes as indicated above it will be likely to prejudice those matters.

DECLARATION -

This information is requested on the understanding that any personal data provided will be used for the sole purpose of that described in this request. It will not be disclosed to any other third party or organisation. The requester and signatory of this request undertakes to treat all personal data provided in accordance with the General Data Protection Regulation (EU) 2016/679 and The Data Protection Act 2018.

Signed ----- Date -----

Print name ----- Job Title -----

Department-----

Phone ----- Email -----

**Authorised/Countersigned
(Club secretary Liverpool Phoenix CC (Aintree))**

Signed Name

Date