



# Paphos International Sailing Club (PISC)

## Data Protection Statement

### What is the 'Data Protection Act' about?

The Data Protection Act 2002 (the "DPA") aims to promote high standards in the handling of personal data, in accordance with the eight principles of good data handling, by **all** sections of the community and, thereby protect an individual's right to privacy. The DPA applies to **anyone** holding information about **living** individuals in electronic format or in some cases on paper.

They must follow the eight data protection principles on good data handling. These principles say personal information must be:

- Fairly and lawfully processed
- Processed for specified purposes
- Adequate, relevant and not excessive
- Accurate and, where necessary, kept up to date
- Not kept for longer than is necessary
- Processed in line with the rights of the individual
- Kept secure
- Not transferred to countries outside the EEA unless there is adequate protection for the information

As a club or society, PISC holds information on our members, called the **data subjects**. PISC is the **data controller** as we hold the information and process it for our use. The data subjects are permitted by law to request that we provide them with the information we hold on them. This is called a subject access request and there are rules regarding how we respond to such a request.

### Do we as a club need to notify or register?

In accordance with our constitution, PISC is non-profit making. A non-profit making club only has to notify:

- If it holds health records.
- If it has coaches who have been through a vetting procedure.
- If it has a CCTV system.

Although PISC does not have to notify, we still have to abide with the law.

### Request for information

If we receive a subject access request we will respond to it promptly and in any case within 40 days of receipt.

### Membership list

Providing it contains no personal information, as a club we can legally publish the list. If the list contains personal information we can only publish it with each of the individuals consent. On initial membership application and renewal, each member completes a membership renewal form; part of that form is dedicated to this consent.

### Personal identification on the Web site and newsletters

PISC will not publish member's full names alongside photographs unless specific permission has been obtained. The PISC website and newsletters may contain group photographs and pictures of members may appear in them. The newsletter will not contain surnames and all members will simply be referred to by their first name.