



# SCOTTISH HANG GLIDING & PARAGLIDING FEDERATION

## DATA PROTECTION POLICY

The SHPF is committed to protecting their member's personal data and using it responsibly.

The SHPF use personal data for the following reasons:

1. To maintain a SHPF membership list. The SHPF maintains a membership list which contains the following information for each member: Name, Club, Gender and whether the member is a registered Club Coach, or not.

The membership list is used for the following:

- a. to check on whether pilots are eligible to attend 'members only' events or competitions.
- b. to check if pilots are eligible to receive event 'members only' discounts.
- c. to collate information which is made available to partners. No personal information is passed to partners, only collated data.

The SHPF membership list is prepared annually from information supplied to the SHPF from affiliated clubs.

2. Managing Events and Competitions – databases containing personal info may be used when arranging events or competitions. Databases typically contain: the names of individuals wishing to attend events or competitions, a record of payments received, etc.

### How We Manage Your Data

Current executive committee members and event organisers may hold personal data to assist them in carrying out their duties.

Retiring executive committee members will be requested to hand over all SHPF related data held by them to the member filling the executive committee role vacated by them, or to the SHPF Secretary. The data will be reviewed and either retained or destroyed.

On completion of SHPF events, the event organisers will be requested to hand over all SHPF related data held by them to the SHPF Secretary. The data will be reviewed and either retained or destroyed.

Apart from collated data which is shared with SportScotland, the SHPF do not share core membership data with any other third party.

### SHPF Data Protection Policy

Our data protection policy sets out our commitment to protecting personal data and how we implement that commitment with regards to the collection and use of personal data.

We are committed to:

- ensuring that we comply with the eight data protection principles, as listed below
- meeting our legal obligations as laid down by the Data Protection Act 1998.



- ensuring that data is collected and used fairly and lawfully
- processing personal data only in order to meet our operational needs or fulfill legal requirements
- taking steps to ensure that personal data is up to date and accurate
- establishing appropriate retention periods for personal data
- ensuring that data subjects' rights can be appropriately exercised
- providing adequate security measures to protect personal data
- ensuring that a nominated officer is responsible for data protection compliance and provides a point of contact for all data protection issues
- ensuring that all club officers are made aware of good practice in data protection
- providing adequate training for all staff responsible for personal data
- ensuring that everyone handling personal data knows where to find further guidance
- ensuring that queries about data protection, internal and external to the organisation, are dealt with effectively and promptly
- regularly reviewing data protection procedures and guidelines within the club

#### Data protection principles

1. Personal data shall be processed fairly and lawfully
2. Personal data shall be obtained for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
6. Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act 1998.
7. Appropriate technical and organisational measures shall be taken against unauthorised and unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

If you have any concerns about this policy please e-mail: [secretary.shpf@gmail.com](mailto:secretary.shpf@gmail.com)

This policy was adopted at a SHPF Committee meeting held on 30th October 2014.

Signed on behalf of the Federation Committee

 (Daniel Gravier)

Role of signatory

14/10/14 SHPF CHAIRMAN