



WSOR Data Protection Policy

1 Introduction

The Data Protection Act 1998 (DPA) has set new requirements on holders and users of personal data. There are eight key principles in the DPA that the Society must adhere to which say that data must be;

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Not kept longer than necessary
- Processed in line with individuals rights
- Secure
- Not transferred to Countries without adequate protection

Organisations processing data are required to register under the DPA unless they meet a number of criteria that allow an exemption from registration. The criteria are;

- WSOR must be a not for profit organisation
- Data is required for membership purposes only
- Data is restricted to activities necessary for the operation of WSOR
- Disclosure to third parties is restricted to those who require it for the exempt purpose of WSOR
- Data is not retained for any longer than is necessary after the individuals relationship ends with WSOR

The organisation must obtain the members agreement on a regular basis for the data to be used. It must also obtain the members agreement if the organisation wishes to use the contact details for the distribution of sales or marketing information.

Further information can be found at www.ico.gov.uk or at
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
0845 630 6060



2 WSOR Policy

Warwickshire Society of Referees holds personal data on members in order that it may make appointments and monitor a referee's performance. This data is now held on computer and manipulated as required to provide the necessary reports. Communications with members may also be made electronically as well as through the postal service using some of the data provided.

The data held, but not limited to, is as follows;

- Name
- Address age
- Contact numbers
- Email address
- Subscriptions
- Expenses

Some other data that is held is;

- Advisor report
- Comments by grading Committee
- Discipline reports submitted by referees
- Club invoicing for referee services

3 Application

The Society will seek the agreement of each member on a regular basis for the retention and manipulation of personal data on the Society's computers for the purposes of the Society.

Example:

I consent to the data on this form being used by the Warwickshire Society of Referees for the making of appointments and other society activities. The information may also be published in the Society handbook or joint handbook with Warwickshire RFU.

Member checks a box or makes a mark to confirm the above statement.

I consent to the Society sending me promotional material related to the Societies activities.

Member checks a box or makes a mark to confirm the above statement.

This consent will be limited to Society activities and the data will not be divulged to other organisations unless it is directly associated with activity of the Society.

The data will not be used for marketing or other commercial communications by the Society or other organisation or individual.



4 Procedure

The Society computer is the one used for holding details of membership, fixtures, appointments, finance and other related activities.

The Data Controller is the Secretary of the Society.

The Secretary will maintain a register of all members of the Society using either a Society and/or their own computer for processing members' data on behalf of the Society Executive or sub-committee.

If a member of the Society holds data on his/her personal computer to undertake activities on behalf of the Society then that computer will be deemed to be covered by the requirements of the Data Protection Act.

The owner or person responsible for the PC will ensure that the data is;

- Secure (a logon password procedure will have to be activated to use the computer).
- The data is removed within three months of completing his/her activities on behalf of the Society except for the core Society records maintained by the Secretary.
- Ensure that an Anti Virus software package is installed, active and up to date on the PC being used.
- The Society will not be responsible for the cost of the AV software or updates for non-Society owned computers.
- A member who is using his/her computer for Society activities must inform the Secretary immediately if the computer has been infected with a virus and the data is potentially at risk.
- An infected computer must not be used again until it has been cleared of all viruses to ensure that members' data is not divulged to any third party by any means.
- A member who is using his/her PC for Society activities must inform the Secretary if the PC is lost or stolen.
- The Society is not responsible for insuring a member's PC used for Society business.
- The owner will not use any web-based software or third party software to update records on his/her computer that could cause the members records to be divulged to non-Society individuals or Companies.

A member of the Society requesting copies of his/her personal data held by the Society will receive details from the Secretary within forty days detailing the data held and the computers on which it is held. A fee of up to £10 will be charged when the request is submitted.

Personal Data requested by a member will only be sent upon receipt of the fee charged at the time; the 40 days in which the data has to be sent will commence from the date the fee is received.