

## Appendix 27

### Data Protection Guidance Notes

When collecting information it is important to consider how it will be recorded and maintained as well as how it will be kept up-to-date. Much of the data collected will contain personal details, which must be kept confidential. You must consider how the information can be securely stored. Access to these records must be by named officials only and must be kept to a minimum. It is also important to develop a system of notifying other people of this information as and when appropriate (taking into consideration the coaches' responsibilities according to the Data Protection Act). For example, if a rider progresses to another group, the new coach should be notified of any specific health or medical concerns that may affect his/her participation in the coaching sessions.

#### Data Protection Act

Coaches should be aware of their responsibilities according to the Data Protection Act, which sets out rules for processing personal information. The Act applies to anyone who processes\* personal data\*\* about other individuals.

*\* Processing means obtaining, recording or holding information or data, or carrying out any operation or set of operations on the information or data. This includes the organisation, adaptation, alteration, retrieval, consultation, use, and disclosure by transmission, dissemination, alignment, combination, blocking, erasure or destruction of the information or data. Therefore, processing covers a wide range of activities from opening and reading a manual file to sending an email or looking at data on a computer.*

*\*\* Personal data covers both facts and opinions about the individual and includes information regarding the intentions of the data controller toward the individual, although in some limited circumstances exemptions will apply. The data controller is an individual who alone or jointly with other persons determines the purposes for which and the manner in which any personal information is to be processed, ie this may be the coach, club official or the club.*

When personal data is being processed, the subject of the data has the right to be advised of this and to:

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- be given a description of the personal data being processed
- be given a description of the purpose for which it is being processed
- be given a description of the person(s) or classes of person to whom it may be disclosed
- receive a copy of the data held in a permanent form
- be given a description of the source of the data.

Anyone processing personal data must comply with the eight data protection principles. These principles describe good practice:

- Personal data shall be fairly and lawfully processed.
- Personal data shall be obtained only for one or more specified and lawful purposes and shall not be processed in any manner incompatible with the purposes.
- Personal data shall be adequate, relevant and not excessive in relation to the purpose for which it was obtained.
- Personal data shall be accurate and kept up-to-date.
- Personal data shall not be kept longer than necessary for the purpose for which it was obtained.
- Personal data shall be processed in accordance with the data subject's rights under the Data Protection Act.
- Adequate measures will be taken to secure the data against unauthorised or unlawful processing and against accidental loss, damage or destruction of the data.
- Personal data shall not be transferred to countries outside of the European Economic Area that do not have an adequate level of data protection.