



# Data Control Policy Statement

## 2025-26

DYC needs to collect and use certain types of information about people who come into contact with the club in order to carry on our work. This personal information will be collected and dealt with appropriately whether collected on paper, stored in a computer database, or recorded on other material and there are safeguards to ensure this under the Data Protection Act 1998.

1. The Data Protection Act 1998 controls how we handle the personal information we hold. We have a legal duty to follow eight key principles and make sure the information is:

- used fairly and lawfully
- used for limited, specifically stated purposes
- used in a way that is adequate, relevant and not excessive
- accurate and up to date
- kept for no longer than is absolutely necessary
- handled according to people's data protection rights
- kept safe and secure
- not transferred outside the UK without adequate protection

2. Data Controller

DYC is the Data Controller, which means that it determines what personal information to hold and what it will be used for.

3. Disclosure

DYC may share data with other agencies such as the local authority, funding bodies and other voluntary agencies.

DYC undertakes to take appropriate security measures to safeguard personal information

4. Data collection



DYC will ensure that data is collected as laid out in this policy. This applies to data that is collected in person, or by completing a form.

When collecting data, the club will ensure that all members, parents and carers clearly understand why the information is needed and how it will be used

## 5. Data Storage

Information and records relating to members and coaches will be stored securely and will only be accessible to authorised staff and volunteers.

Information will be stored for only as long as it is needed or required and will be disposed of appropriately.

It is the club responsibility to ensure all personal data is non-recoverable from any computer system previously used within the organisation, which has been passed on/sold to a third party.

## 6. Data access and accuracy

All members have the right to access the information held about them and will take reasonable steps ensure that this information is kept up to date by asking data subjects whether there have been any changes.

In addition, DYC

Will ensure that:

- Everyone processing personal information understands that they are contractually responsible for following good data protection practice
- Everyone processing personal information is appropriately trained to do so
- Everyone processing personal information is appropriately supervised
- Anybody wanting to make enquiries about handling personal information knows what to do
- It deals promptly and courteously with any enquiries about handling personal information



It describes clearly how it handles personal information

## Photography

As the ice bowl is accessible to the public it will be considered to be a public area, and you should be able to film or take pictures which capture passers-by in the background, without the need to get their consent.

Photographing and filming individuals or small groups

.We undertake to

- ensure all those involved are happy to be photographed or filmed and understand how the images/film will be used and for what purpose
- obtain permission from the parent or guardian of members on the club registration forms