

SAGL Data Protection Policy - Summary

Background

The Data Protection Act 1998 applies to the **activity** of processing personal data, rather than to particular people or organisations. As SAGL collects and holds information about “identifiable living individuals”, it must comply with the Act. This is a summary of the full SAGL Data Protection Policy, which is available on request from the League Secretary.

SAGL Data Policy Objectives

This policy has three objectives:

- To handle personal data in accordance with the Data Protection Act principles;
- To comply with the exemption that obviates the need for not-for-profit organisations to notify the Information Commissioner;
- To collect only the minimum amount of data needed.

What data does SAGL collect, process, retain and where is it held?

This is set out in full on the next page. The following notes relate to this data.

- Voluntary disclosure – means that members can withhold this data if they wish. The Registration Form contains a note to make this clear regarding photographs.
- League records – comprise name, club and shooting statistics only. These are kept on the website as an historical record that continues the long traditions of the league, which has been in existence for over 100years.
- The computer (C) and website (W) are independent – i.e. the records held on computer are not linked to, or available on, the website. The computer has secure, restricted access and all data is regularly backed-up.

Data type	Reason for holding	Where the data is held				Retention policy RF = Registration Form; FB = Fixture Book; C = Computer; W = Website
		Regn. Form	Fixture Book	Computer	Website	
Name	Membership records; affiliation to NSRA to qualify for insurance cover	Yes	Yes for Officers and Captains	Yes	Yes	RF – held for year of validity plus 12 months W – Permanent C - Deleted when membership ceases FB – for relevant year only
Address	Membership record	Yes	Yes for Officers and Captains	Yes	No	RF – held for year of validity plus 12 months C - Deleted when membership ceases FB – for relevant year only
Date of birth	Only if under 18 - for Children's Act applicability	Yes	No	No	No	RF – held for year of validity plus 12 months
Club	League records	Yes	No	Yes	Yes	Permanent
Type of membership	Membership record and support eligibility for insurance cover	Yes	No	Yes	No	RF – held for year of validity plus 12 months C - Deleted when membership ceases
Telephone	Enable SAGL to contact. Voluntary disclosure	Yes	No	No	Only for Officers	RF – held for year of validity plus 12 months
E-mail address	Enable SAGL to contact. Voluntary disclosure	Yes	Yes for Officers and Captains	Yes	Only for Officers	RF – held for year of validity plus 12 months FB – for relevant year only C - Deleted when membership ceases
Shooting statistics	League records	No	No	No	Yes	Permanent
Signature	Membership record	Yes	No	No	No	Held for year of registration plus 12 months
Firearms Act declaration	Demonstrate compliance with specific airgun law	Yes	No	No	No	Held for year of registration plus 12 months
Photograph	Enhance website and league presentations. Voluntary disclosure	No	No	No	Yes	Deleted when membership ceases