

GDPR and Data Protection Policy



Introduction

This GDPR and Data Protection Policy outlines the procedures and measures adopted by Evergreen Active CIC to ensure compliance with the General Data Protection Regulation (GDPR) and other relevant data protection laws in the United Kingdom. The policy serves as a commitment to protecting the privacy and rights of individuals whose personal data is processed by us.

Data Controller and Data Protection Officer

The Data Controller for the processing of personal data at the Sports Centre is [Name], [Title], who can be reached at [Email Address] and [Contact Number].

The Data Protection Officer (DPO) is [DPO Name], [DPO Title], who can be contacted at [DPO Email Address] and [DPO Contact Number].

Principles of Data Protection

Evergreen Active CIC is committed to adhering to the following principles of data protection:

- **Lawfulness, Fairness, and Transparency:** Personal data is processed lawfully, fairly, and transparently, with individuals being informed about the purpose and scope of data processing.
- **Purpose Limitation:** Personal data is collected for specific, explicit, and legitimate purposes and is not further processed in a manner incompatible with those purposes.
- **Data Minimisation:** Only the minimum necessary personal data is collected and processed to achieve the intended purpose.
- **Accuracy:** Reasonable steps are taken to ensure that personal data is accurate, up-to-date, and relevant to the purpose for which it is processed.
- **Storage Limitation:** Personal data is retained only for as long as necessary to fulfil the purposes for which it was collected.

- **Integrity and Confidentiality:** Appropriate security measures are implemented to protect personal data against unauthorised access, loss, or disclosure.

Types of Personal Data Processed

Evergreen Active CIC may process various categories of personal data, including but not limited to:

- Contact information (names, addresses, phone numbers, email addresses)
- Health and medical information (injuries, medical conditions)
- Membership and payment details
- Emergency contact information
- CCTV footage for security and safety purposes

Data Processing Purposes

Personal data is processed by the Evergreen Active CIC for the following purposes:

- Membership registration and management
- Facility bookings and reservations
- Event management and communication
- Health and safety purposes
- Marketing and promotional activities (with explicit consent)
- Legal and regulatory compliance

Data Subject Rights

Individuals have the following rights regarding their personal data processed by Evergreen Active CIC:

- Right to access
- Right to rectification
- Right to erasure (right to be forgotten)
- Right to restriction of processing
- Right to data portability
- Right to object
- Right not to be subject to automated decision-making, including profiling

Data Security Measures

Evergreen Active CIC implements appropriate technical and organisational measures to ensure the security and confidentiality of personal data. These measures include:

- Access controls and authentication mechanisms
- Regular security assessments and audits

- Encryption of sensitive data
- Employee training on data protection
- Incident response and breach notification procedures

Data Sharing and Transfers

Personal data may be shared with third parties only when necessary for the fulfilment of the stated purposes, such as payment processors, event organisers, and regulatory authorities. Transfers of personal data to countries outside the European Economic Area (EEA) will only occur if there are adequate safeguards in place.

Consent

Consent for processing personal data is obtained when required, and individuals have the right to withdraw consent at any time. Consent is documented and stored for reference.

Data Breach Notification

In the event of a data breach that poses a risk to individuals' rights and freedoms, Evergreen Active CIC will notify the appropriate supervisory authority and affected individuals in accordance with GDPR requirements.

Review and Update

This GDPR and Data Protection Policy will be reviewed and updated periodically to ensure its continued relevance and compliance with applicable data protection laws.

By adhering to this policy, Evergreen Active CIC demonstrates its commitment to protecting the privacy and rights of individuals whose personal data is processed. For any inquiries or concerns related to data protection, please contact the Data Protection Officer.

This policy was adopted by: Evergreen Active CIC	Date: 07/08/2023
To be reviewed: 06/08/2024	Signed: A Freeman P Appleton