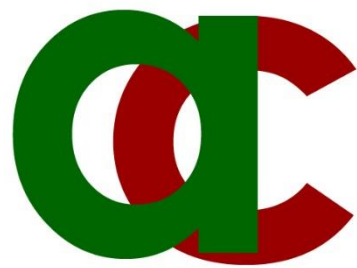


2017

Data Protection Policy



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Revised:

3/8/2017



Data Protection Policy

1. Introduction

As your employer, Angling Cymru (AC) needs to hold and use information about you for the purposes of your employment. Much of this information is “personal data” and “sensitive personal data”, as these terms are defined in the Data Protection Act 1998 (the “DPA”). Accordingly, we are obliged to comply with the requirements of the DPA. This policy is to provide you with information regarding those requirements.

Angling Cymru also holds, uses and otherwise processes a great deal of information about other individuals, much of which is sensitive and confidential. In addition to your general obligations to the Angling Cymru regarding confidential information, you should bear in mind that, where this information constitutes personal data that relates to a living individual, we are obliged to comply with the requirements of the DPA.

2. Data Protection Principles

Under the DPA, AC is required to ensure that your personal data is:-

- processed fairly and lawfully;
- processed only for specific purposes;
- adequate, relevant and not excessive;
- accurate and kept up to date;
- kept for no longer than is necessary;
- kept in accordance with your rights; and
- kept securely.

In essence, this means that we aim to tell you what information we hold about you, why and for what purpose we hold it, from whom we have obtained it and to whom we will disclose it. We also aim to ensure that all your personal data is up to date and held securely.



3. Personal Data

As your employer, AC will hold, use and otherwise process personal data relating to you for any purposes which reasonably arise out of and/or in connection with your employment, including without limitation, for the following purposes:

- considering your suitability for employment;
- administration of the payroll;
- provision of employee benefits;
- compliance with legal requirements;
- performance monitoring;
- absence management;
- effective management of the work we carry out;
- publicity;
- in connection with disciplinary matters;
- to establish your training and/or development requirements;
- to establish a contact point in an emergency.

4. Sensitive Personal Data

In addition, AC may hold, use and otherwise process sensitive personal data which relate to you for any purposes which reasonably arise out of and/or in connection with your employment with AC

Sensitive personal data is, according to the DPA, personal data which consists of the following:-

- your racial or ethnic origin;
- your political opinions;
- your religious or similar beliefs;
- your membership or otherwise of a trade union;
- your physical or mental health or condition;
- your sexual life;
- your commission or alleged commission of any offence; or



- proceedings relating to such an offence.

We envisage processing sensitive personal data in the following circumstances:-

- information relating to your physical or mental health or condition for health monitoring purposes, assessing your suitability for work and for equal opportunities monitoring;
- information relating to your racial or ethnic origin where relevant to any application for a work permit and for equal opportunities monitoring;
- information relating to your membership or otherwise of a trade union for the purpose of undertaking consultations with employees where we are required to by law;
- information relating to your commission or alleged commission of any offence and proceedings relating to such an office where appropriate for determining your suitability for employment initially and on an ongoing basis.

5. Obligations

Obligations relating to your Personal Data

In signing and agreeing to your terms and conditions of employment with AC, you have explicitly consented to AC holding, using and otherwise processing personal data and sensitive personal data relating to you for all purposes reasonably arising out of your employment with AC including the purposes specified above.

Personal data and sensitive personal data relating to you will be held by AC both manually and on computer. Such data shall only be kept for as long as we deem necessary, in accordance with the attached guidelines. Other members of staff will have access to your personal data as may be required to fulfil the purposes specified above.

We are required to ensure that all personal data and sensitive personal data, which we hold is accurate and, where necessary, kept up to date. In order to enable us to comply with this obligation, you are required to immediately notify your Line Manager of any changes to your personal details including, without limitation, any changes to your name, address, emergency contacts and bank details

Obligations relating to the Personal Data of Others

In the course of your duties, you may be required to process personal data which relates to other individuals. You are required to comply with the data protection principles set out above and with any specific instructions given to



Federation of Welsh Anglers (Trading as Angling Cymru)
 Company No. 06819072
 Registered address: 17 Gilbert Street, Holyhead, Anglesey, LL65 2NR

you regarding such personal data (e.g. Disclosure Information).

In particular, you must not, save in the proper performance of your duties during your employment, make use of, divulge or communicate to any person (including any person working for or with AC or any organisation, company and/or firm, any personal data or sensitive personal data relating to any third parties, including without limitation the following:-

- applicants for employment with AC (successful and unsuccessful);
- employees and former employees of AC
- other individuals who are doing work or have done work for AC
- current and former committee members, directors, volunteers, coaches and anglers

Breach of this requirement will be treated very seriously and where appropriate disciplinary action will be taken against you. You should also be aware that in certain circumstances by making an unauthorised disclosure of personal data you will be committing a criminal offence.

6. Employee Rights

The DPA gives employees certain rights in connection with personal and sensitive personal data which relate to them. In particular you are entitled to make a subject access request and (subject to certain legal exemptions) to receive copies of your personal data which we hold.

If you wish to exercise this right, you must make a request in writing to your Line Manager.

7. Responsibility

If you would like more information about this policy please contact your Line Manager.

8. Revision of Policy

This policy is not intended to be contractually binding. AC reserves the right to amend and/or withdraw this policy from time to time for any reason, including without limitation, to take account of changes in the law, best practice and/or operational requirements.

