



DATA PROTECTION AND USAGE POLICY SKATE MOLTON CIC

Last reviewed 09th September 2024

Introduction

Skate Molton CIC ("the Company") is committed to protecting the privacy and security of personal data. This policy explains how we collect, use, retain, and protect personal data in compliance with the UK General Data Protection Regulation (UK GDPR), Data Protection Act 2018, and other applicable laws.

Scope of the Policy

This policy applies to all data subjects, including members, volunteers, employees, and visitors to our building. It covers how Skate Molton CIC handles personal data, including CCTV footage, membership information, accident records, and volunteer/employee details.

Data We Collect

- **CCTV:** Images are captured via CCTV at our building for security purposes. These images may be used to investigate security incidents or accidents.
- **Membership and Waivers:** We collect members' personal details, including names, ages, addresses, and relevant medical information related to skate activities. This information helps us contact next of kin in case of an emergency.
- **Accident Records:** Accident forms are completed for any injury occurring at our events or HQ. These records include personal details and are kept for a minimum of 3-6 years as required by law.
- **Volunteer and Employee Information:** We collect information on volunteers and employees for employment purposes, DBS (Disclosure and Barring Service) checks, and training registration.
- **Website Data:** Our website stores cookies and session data to ensure smooth operation and functionality. This may include information related to user preferences or interactions with the website.
- **Photos:** Occasionally we may take photos of participants. We ask our members on sign up if they are happy for photos to be taken, we will also always ask again in person before taking them. Photos are used for marketing and funding purposes.

Purposes for Data Use

We only use personal data for the specific purposes outlined below:

- **CCTV:** For security, the prevention of crime, and investigating security incidents or accidents.
- **Membership Data:** To manage memberships, contact emergency contacts, and use postcodes to determine where members are from (without linking postcodes to names).
- **Accident Forms:** To record and retain information about accidents and injuries for future reference, as required by law.
- **Volunteer and Employee Data:** For recruitment, employment, training, and DBS checks.

- **Website Data:** For the technical operation, functionality, and maintenance of our website.

None of the data collected by Skate Molton CIC will be used for marketing purposes.

Data Retention

- **CCTV:** Images will be retained only as long as necessary for security purposes, and will be deleted after a set retention period unless they are required for an ongoing investigation.
- **Membership and Waivers:** Personal data collected from membership forms will be retained for as long as necessary for managing memberships and emergency purposes.
- **Accident Forms:** Accident records will be retained for a minimum of 3 years and up to 6 years as required by law.
- **Volunteer and Employee Data:** Employment and volunteer data will be retained for the duration of their engagement and for any statutory period thereafter.
- **Website Data:** Data collected through cookies and sessions will be retained as long as necessary for website functionality.

Data Security

Skate Molton CIC takes reasonable precautions to protect personal data from loss, theft, misuse, or unauthorised access. We use encryption and secure storage systems to safeguard sensitive information. Only authorised personnel have access to personal data.

Rights of Data Subjects

Data subjects have the following rights:

- **Right to Access:** Individuals can request access to their personal data held by us.
- **Right to Rectification:** Individuals can request corrections to any inaccurate data.
- **Right to Erasure:** Individuals can request the deletion of their personal data where it is no longer necessary for the purpose for which it was collected.
- **Right to Object:** Individuals can object to the processing of their data for specific purposes.
- **Right to Restrict Processing:** Individuals can request that we limit the processing of their personal data under certain circumstances.

Requests related to data rights can be submitted via info@skatemolton.co.uk

Data Sharing

We do not share personal data with third parties unless:

- It is necessary for fulfilling the purposes stated in this policy (e.g., sharing data with emergency services in case of an accident).
- It is required by law.

We ensure that any third-party processors meet data protection standards and have appropriate safeguards in place.

Data Breaches

In the event of a data breach, Skate Molton CIC will notify the Information Commissioner's Office (ICO) within 72 hours if the breach poses a risk to individuals' rights and freedoms. Affected individuals will also be informed if there is a high risk to their data.

Cookies and Website Data

Our website uses cookies to improve user experience and ensure functionality. These cookies do not store personally identifiable information unless explicitly provided by the user.

Users can manage cookie preferences through their browser settings.

Policy Review

This policy will be reviewed annually or whenever there are significant changes in data protection laws or Skate Molton CIC's operations.

Contact Information

For any questions or concerns related to this policy, or to exercise your data rights, please contact us at: info@skatemolton.co.uk

This policy helps ensure that Skate Molton CIC complies with data protection laws while providing transparency on how we handle and protect personal data.

Skate Molton CIC: Data Protection and Usage Policy