



## **Data Security and access policy**

- **Data held on our computers**

- Computers are kept in a restricted access office in a building that is locked outside of office hours
- All personal computers are password protected and passwords are changed every three months
- Screen savers operate after ten minutes inactivity and require passwords to re-open
- On occasions when volunteers process data on their home computers, all files are password protected

- **Removing your Data held on our computers**

- If you no longer wish to receive information from our club, please complete a return the form included as Appendix one to amend your preferences

- **Data Breaches**

- In the unlikely event of a data breach, our club follows the RFU algorithm which is included on our club's website.
- A data breach will result in the completion of the form shown in Appendix 2 Data Breach Management Flowchart to monitor the subsequent investigation.
- The Data Breach Reporting Template will be completed in every case
- Any resulting changes that arise from the investigation will be published in our club's website

- **Subject Access Request**

- If you wish to see your data that we hold, including emails, we follow the RFU algorithm which is included on our club's website.
- Please make your request in writing and you may use the template shown in Appendix 3 Subject Access Request template
- All requests for data will be actioned within 30 days of the request and we will undertake an identity check before providing personal data asking for a scanned copy of a utility bill

**Firwood Waterloo Rugby Club**  
Waterloo 1882 Ltd



## Appendix 1 Change of Your Data from our club's records

Full name	Your name		
Address	First line of address		
	Second line of address		
	County	Post code	
Email	Email address		
Telephone	Telephone number		
		Please click on the relevant box	
I no longer wish to receive		<input type="checkbox"/>	
	Emails	<input type="checkbox"/>	
	Mailing	<input type="checkbox"/>	
	Telephone calls	<input type="checkbox"/>	
Other instructions			
Signed	Paste an e-signature in this box or restate your name		
Date	Use the format DD/MM/YYYY		
Email this form to <a href="mailto:admin@waterloorugby.com">admin@waterloorugby.com</a>			



## Appendix 2 Data Breach Reporting Template

	<b>Report prepared by</b>	
	<b>Date</b>	
1	Summary of the event and circumstances	When, what, who, summary of incident
2	Type and amount of personal data	Title or name of document. What personal information is included?
3	Actions taken by recipient when they inadvertently receive information	
4	Actions taken to retrieve information and respond to the breach	Has information been retrieved? When? Has loss been contained?
5	Procedures / instructions in place to minimise risks to data security	Communication, secure storage, sharing and exchange
6	Breach of policy / policy by staff member or volunteer	Has there been a breach of policy? What management action has been taken?
7	Details of notification to affected data subject Has a complaint been received from Data Subject?	Has the Data Subject(s) been notified? If not, explain why not. Advice given to the Data Subject(s)
8	Details of Data protection training provided	Date of last training
9	Procedure change to reduce risks if future data loss	
10	Conclusion	Serious / minor breach, likelihood of happening again



### **Appendix 3 Subject Access Request template**

[Your full address]

[Address]

[Phone number]

[Date]

The Data Manager  
Firwood waterloo Rugby Club  
The Memorial Ground  
St Anthony's Road  
Blundellsands  
Merseyside L23 8TW

Dear Sir

#### **Subject access request**

Please supply the information about me I am entitled to under the General Data Protection Regulations relating to: [give specific details of the information you want, for example

- your personal records
- emails between 'A' and 'B' (between ]date] and [date];
- CCTV camera situated at ('E' location) on [date] between [time] and[time];
- copies of statements (between [date] and [date].

If you need any more information from me, or a fee, please let me know as soon as possible.

I expect your response to this request for information under the General Data Protection Regulations to be within 40 days.

Yours faithfully

[Signature]