**Paleo Fitness LTD**

**GDPR Personal Information Summary Guidance for Clubs**

**Carry out an information audit.**

**What data does your organisation process, where is it, who has access to it, why do you have it?**

* Membership forms
* Consent forms
* Medical information
* Personal records eg achievements, development, safeguarding,
* Employee / volunteer records
* External staff, trainers, contractors

**Personal information must be fairly and lawfully processed.**

* Consent Given by the individual or parent/guardian
* Legitimate Interest Potential funders, donors
* Vital Interest Safeguarding
* Contract Employee records
* Legal Obligation Required by law

**Personal information must be processed for limited purposes.**

* Consent Obtained for specific activities, trips and residentials
* Membership Updated annually
* Employee records Duration of employment

**Personal information must be adequate, relevant and not excessive.**

* Only process information that is required for the activity to be carried out safely and effectively.

**Personal information must be accurate and up to date.**

* Ensure you have systems in place to ensure your information is up to date, eg renewals,

**Personal information must not be kept for longer than is necessary.**

Ensure you have a retention policy in place and clear process for disposing of information when it is no longer required;

**Personal information must be processed in line with the data subjects rights**

Data subjects have the full rights to their data and how it is kept, used etc

* the right to be informed;
* the right of access;
* the right to rectification;
* the right to erasure;
* the right to restrict processing;
* the right to data portability;
* the right to object; and
* the right not to be subject to automated decision-making including profiling.

**Personal information must be secure**

Ensure you use locked filing cabinets, password protection, limited access and operate a need to know basis only

* Electronic filing
* Hard copies
* Safeguarding
* Personal records

**Personal information must not be transferred to other organisations without adequate protection.**

Electronic transfers must be encrypted.