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GDPR Data Protection Policy

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The General Data Protection Regulation (GDPR) forms part of the data protection regime in the UK, together with the new Data Protection Act 2018 (DPA 2018). The main provisions of this apply, like the GDPR, from 25 May 2018

Hornets RFC, being an organisation that requires Personal Data to be provided by members and other personnel and also supplies similar data to constitutional bodies, suppliers and other organisations, is required to comply with GDPR principles.

This document has been compiled in accordance with guidance supplied by the UK Information Commissioners Office and provides the policy adopted by Hornets RFC in order to comply with the GDPR requirements.



1. Introduction

Hornets RFC is committed to conducting its business in accordance with all applicable Data Protection laws and regulations, including the General Data Protection Regulations (GDPR), in line with the highest standards of ethical conduct.

This policy document sets out the expected behaviours of Hornets RFC Employees and Third Parties in relation to the collection, use, retention, transfer, disclosure and destruction of any Personal Data belonging to a Hornets RFC Contact (i.e. the Data Subject). The Data Subject in this case can be any Club Member, both senior or junior, associate, or visitor including any employee.

Personal Data is any information (including opinions and intentions) which relates to an identified or identifiable person. Personal Data is subject to certain legal safeguards and other regulations, which impose restrictions on how organisations may process Personal Data. An organisation that handles Personal Data and makes decisions about its use is known as a Data Controller. Hornets RFC, as a Data Controller, is responsible for ensuring compliance with the Data Protection requirements outlined in this policy. Non-compliance may expose Hornets RFC to complaints, regulatory action, fines and/or reputational damage.

Hornets RFC officials and committee are fully committed to ensuring continued and effective implementation of this policy and expects all Hornets RFC Employees and Third Parties to share in this commitment. Any breach of this policy will be taken seriously and may result in disciplinary action or business sanction.

2. Scope

This GDPR policy applies to Hornets RFC plus all Entities where a Data Subject's Personal Data is processed:

- In the context of the business activities of the Hornets RFC and Entity.
- For the provision or offer of goods or services to individuals (including those provided or offered free-of-charge) by Hornets RFC and Entity.
- To actively monitor the behaviour of individuals.

This policy applies to all processing of Personal Data both in electronic form (including electronic mail and documents created with word processing software) and where it is held in manual files that are structured in a way that allows ready access to information about individuals.

This policy has been designed to establish a standard for the processing and protection of Personal Data by Hornets RFC. Note that where national law imposes a requirement which is stricter than imposed by this policy, the requirements in national law must be followed. In addition, where national law imposes a requirement that is not addressed in this policy, the relevant national law must be adhered to.

The protection of Personal Data belonging to Hornets RFC Employees is not within the scope of this policy.

3. Definitions

Employee	An individual who works part-time or full-time for Hornets RFC under a contract of employment, whether oral or written, express or implied, and has recognised rights and duties. Includes temporary employees and independent contractors.
Third Party	An external organisation with which Hornets RFC conducts business and is also authorised to, under the direct authority of Hornets RFC, Process the Personal Data of Hornets RFC Contacts.
Personal Data	Any information (including opinions and intentions) which relates to an identified or Identifiable Natural Person.
Contact	Any past, current or prospective Hornets RFC contact.
Data Controller	A person, Public Authority, Agency or other body which, alone or jointly with others, determines the purposes and means of the Processing of Personal Data. Eg; Hornets RFC, the RFU.
Entity	Any joint venture partner that Hornets RFC undertakes activity with and over which the Club exercises management control.
Data Subject	The identified or identifiable person to which the data refers.
Data Protection Officer	The Officer nominated by Hornets RFC to manage Data Protection and GDPR aspects on behalf of the Club.
Process, Processed, Processing	Any operation or set of operations performed on Personal Data or on sets of Personal Data, whether or not by automated means. Operations performed may include collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.
Data Protection	The process of safeguarding Personal Data from unauthorised or unlawful disclosure, access, alteration, Processing, transfer or destruction.
Identifiable Natural Person	Anyone who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier, or one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.
Information Commissioner's Office	The UK's independent Public Authority responsible for monitoring the application of GDPR set forth in national law.
Data Processors	A natural or legal person, Public Authority, Agency or other body which Processes Personal Data on behalf of a Data Controller.
Consent	Any freely given, specific, informed and unambiguous indication of the Data Subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the Processing of Personal Data relating to him or her.
Special Categories of Data	Personal Data pertaining to or revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership; data concerning health or sex life and sexual orientation; genetic data or biometric data.
Profiling	Any form of automated processing of Personal Data where Personal Data is used to evaluate specific or general characteristics relating to an Identifiable Natural Person. In particular to analyse or predict certain aspects concerning that natural person's performance at work, economic situations, health, personal preferences, interests, reliability, behaviour, location or movement.
Personal Data	Any information relating to an identified or identifiable natural person ('Data Subject')
Personal Data Breach	A breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, Personal Data transmitted, stored or otherwise Processed.
Encryption	The process of converting information or data into code to prevent unauthorised access.
Pseudonymisation	Data amended in such a way that no individuals can be identified from the data (whether directly or indirectly) without a "key" that allows the data to be re-identified.
Anonymisation	Data amended in such a way that no individuals can be identified from the data (whether directly or indirectly) by any means or by any person.

4. Policy

4.1 Governance

4.1.1 Data Protection Officer (DPO)

To demonstrate our commitment to Data Protection, and to enhance the effectiveness of our compliance efforts, Hornets RFC has in place a Data Protection Officer (DPO). The DPO operates with independence and is granted the necessary authority for the role. The DPO reports to the Hornets RFC Committee with appropriate access to the Hornets RFC Board of Directors. The DPO's duties include:

- Informing and advising Hornets RFC and its Employees who carry out data processing pursuant to the GDPR, national law or Union based Data Protection provisions;
- Ensuring the alignment of this policy with the GDPR, national law or Union based Data Protection provisions;
- Providing guidance with regards to carrying out Data Protection Impact Assessments (DPIAs);
- Acting as a point of contact for and cooperating with any data protection authorities;
- Determining the need for any notifications to data protection authorities as a result of Hornets RFC's current or intended Personal Data processing activities;
- Making and keeping current notifications to data protection authorities as a result of Hornets RFC's current or intended Personal Data processing activities;
- The establishment and operation of a system providing prompt and appropriate responses to Data Subject requests;
- Informing the management, officers, and directors of Hornets RFC of any potential corporate, civil and criminal penalties which may be levied against Hornets RFC and/or its Employees for violation of applicable Data Protection laws.
- Ensuring establishment of procedures and standard contractual provisions for obtaining compliance with this Policy by any Third Party who:
 - provides Personal Data to Hornets RFC or any Entity
 - receives Personal Data from a Hornets RFC Entity
 - has access to Personal Data collected or processed by a Hornets RFC Entity.

4.1.2 Policy Dissemination & Enforcement

The Hornets RFC Committee must ensure that all Club Employees responsible for the Processing of Personal Data are aware of and comply with the contents of this policy.

In addition, Hornets RFC will make sure all Third Parties engaged to Process Personal Data on their behalf (i.e. their Data Processors) are aware of and comply with the contents of this policy. Assurance of such compliance must be obtained from all Third Parties, whether companies or individuals, prior to granting them access to Personal Data controlled by Hornets RFC.

4.1.3 Data Protection by Design

To ensure that all Data Protection requirements are identified and addressed when designing new systems or processes and/or when reviewing or expanding existing systems or processes, each of them must go through an approval process before continuing.

Hornets RFC must ensure that a Data Protection Impact Assessment (DPIA) is conducted for all new and/or revised processes for which it has responsibility. The subsequent findings of the DPIA must then be submitted to the DPO and Committee for review and approval.

4.1.4 Compliance Monitoring

To confirm that an adequate level of compliance that is being achieved by all Hornets RFC Entities in relation to this policy, the Office of Data Protection will carry out an annual Data Protection compliance audit for all such Entities. Each audit will, as a minimum, assess:

- Compliance with Policy in relation to the protection of Personal Data, including:
 - The assignment of responsibilities.
 - Raising awareness.
 - Training of Employees.
- The effectiveness of Data Protection related operational practices, including:
 - Data Subject rights.
 - Personal Data transfers.
 - Personal Data incident management.
 - Personal Data complaints handling.
- The level of understanding of Data Protection policies and Privacy Notices.
- The currency of Data Protection policies and Privacy Notices.
- The accuracy of Personal Data being stored.
- The conformity of Data Processor activities.
- The adequacy of procedures for redressing poor compliance and Personal Data Breaches.

The Information Commissioner's Office (ICO) is the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

The ICO, in cooperation with key business stakeholders from each Hornets RFC Entity, can, as required, devise a plan with a schedule for correcting any identified deficiencies within a defined and reasonable time frame. Any major deficiencies identified will be reported to and monitored by the Hornets RFC Executive Management team.

4.2 Data Protection Principles

Hornets RFC has adopted the following principles to govern its collection, use, retention, transfer, disclosure and destruction of Personal Data:

Principle 1: Lawfulness, Fairness and Transparency

Personal Data shall be processed lawfully, fairly and in a transparent manner in relation to the Data Subject. This means that Hornets RFC must tell the Data Subject what Processing will occur (transparency), the Processing must match the description given to the Data Subject (fairness), and it must be for one of the purposes specified in the applicable Data Protection regulation (lawfulness).

Principle 2: Purpose Limitation

Personal Data shall be collected for specified, explicit and legitimate purposes and not further Processed in a manner that is incompatible with those purposes. This means that Hornets RFC must specify exactly what the Personal Data collected will be used for and limit the Processing of that Personal Data to only what is necessary to meet the specified purpose.

Principle 3: Data Minimisation

Personal Data shall be adequate, relevant and limited to what is necessary in relation to the purposes for which they are Processed. This means Hornets RFC must not store any Personal Data beyond what is strictly required.

Principle 4: Accuracy

Personal Data shall be accurate and, kept up to date. This means Hornets RFC must have in place processes for identifying and addressing out-of-date, incorrect and redundant Personal Data.

Principle 5: Storage Limitation

Personal Data shall be kept in a form which permits identification of Data Subjects for no longer than is necessary for the purposes for which the Personal Data is Processed. This means Hornets RFC must, wherever possible, store Personal Data in a way that limits or prevents identification of the Data Subject.

Principle 6: Integrity & Confidentiality

Personal Data shall be Processed in a manner that ensures appropriate security of the Personal Data, including protection against unauthorised or unlawful Processing, and against accidental loss, destruction or damage. Hornets RFC must use appropriate technical and organisational measures to ensure the integrity and confidentiality of Personal Data is maintained at all times.

Principle 7: Accountability

The Data Controller shall be responsible for, and be able to, demonstrate compliance. This means Hornets RFC must demonstrate that the six Data Protection Principles (outlined above) are met for all Personal Data for which it is responsible.

4.3 Data Collection

4.3.1 Data Sources

Personal Data should be collected only from the Data Subject unless either:

- The nature of the business purpose necessitates collection of the Personal Data from other persons or bodies, or.
- The collection is carried out under emergency circumstances in order to protect the vital interests of the Data Subject or to prevent serious loss or injury to another person.

If Personal Data is collected from someone other than the Data Subject, the Data Subject must be informed of the collection unless one of the following apply:

- The Data Subject has received the required information by other means.
- The information must remain confidential due to a professional secrecy obligation
- A national law expressly provides for the collection, Processing or transfer of the Personal Data.

Where it has been determined that notification to a Data Subject is required, notification should occur promptly, but in no case later than:

- One calendar month from the first collection or recording of the Personal Data
- At the time of first communication if used for communication with the Data Subject
- At the time of disclosure if disclosed to another recipient.

4.3.2 Data Subject Consent

Hornets RFC will obtain Personal Data only by lawful and fair means and, where appropriate, with the knowledge and Consent of the individual concerned. Where a need exists to request and receive the Consent of an individual prior to the collection, use or disclosure of their Personal Data, Hornets RFC is committed to seeking such Consent.

A system for obtaining and documenting Data Subject Consent for the collection, Processing, and/or transfer of Personal Data will be established. The system must include provisions for:

- Determining what disclosures should be made in order to obtain valid Consent.
- Ensuring the request for consent is presented in a manner which is clearly distinguishable from any other matters, is made in an intelligible and easily accessible form, and uses clear and plain language.
- Ensuring the Consent is freely given.
- Documenting the date, method and content of the disclosures made, as well as the validity, scope, and volition of the Consents given.
- Providing a simple method for a Data Subject to withdraw their Consent at any time.

4.3.3 Data Subject Notification

Hornets RFC will, when required by applicable law, contract, or where it considers that it is reasonably appropriate to do so, provide Data Subjects with information as to the purpose of the Processing of their Personal Data.

When the Data Subject is asked to give Consent to the Processing of Personal Data and when any Personal Data is collected from the Data Subject, all appropriate disclosures will be made, in a manner that draws attention to them, unless one of the following apply:

- The Data Subject already has the information
- A legal exemption applies to the requirements for disclosure and/or Consent.

The disclosures may be given orally, electronically or in writing. If given orally, the person making the disclosures should use a suitable script or form approved in advance by the Office of Data Protection. The associated receipt or form should be retained, along with a record of the facts, date, content, and method of disclosure.

4.3.4 External Privacy Notices

The Hornets RFC website will include an online 'Privacy Notice' and an online 'Cookie Notice' fulfilling the requirements of law.

4.4 Data Use

4.4.1 Data Processing

Hornets RFC uses the Personal Data of its Contacts for the broad purpose of the general running and business administration of Hornets RFC and in support of any Entity, in accordance with Club requirements and RFU regulations.

The use of a Contact's information should always be considered from their perspective and whether the use will be within their expectations or if they are likely to object. For example, it would clearly be within a Contact's expectations that their details will be used by Hornets RFC to respond to a Contact request for information about the products and services on offer. However, it will not be within their reasonable expectations that Hornets RFC would then provide their details to Third Parties for marketing purposes.

Hornets RFC and its Entities will Process Personal Data in accordance with all applicable laws and applicable contractual obligations. More specifically, Hornets RFC will not Process Personal Data unless at least one of the following requirements are met:

- The Data Subject has given Consent to the Processing of their Personal Data for one or more specific purposes.
- Processing is necessary for the performance of a contract to which the Data Subject is party or in order to take steps at the request of the Data Subject prior to entering into a contract.
- Processing is necessary for compliance with a legal obligation to which the Data Controller is subject.
- Processing is necessary in order to protect the vital interests of the Data Subject or of another natural person.
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Data Controller.
- Processing is necessary for the purposes of the legitimate interests pursued by the Data Controller or by a Third Party (except where such interests are overridden by the interests or fundamental rights and freedoms of the Data Subject, in particular where the Data Subject is a child).

There are some circumstances in which Personal Data may be further processed for purposes that go beyond the original purpose for which the Personal Data was collected. When making a determination as to the compatibility of the new reason for Processing, guidance and approval can be obtained from the ICO before any such Processing may commence.

In any circumstance where Consent has not been gained for the specific Processing in question, Hornets RFC will address the following additional conditions to determine the fairness and transparency of any Processing beyond the original purpose for which the Personal Data was collected:

- Any link between the purpose for which the Personal Data was collected and the reasons for intended further Processing.
- The context in which the Personal Data has been collected, in particular regarding the relationship between Data Subject and the Data Controller.
- The nature of the Personal Data, in particular whether Special Categories of Data are being Processed, or whether Personal Data related to criminal convictions and offences are being Processed.
- The possible consequences of the intended further Processing for the Data Subject.
- The existence of appropriate safeguards pertaining to further Processing, which may include Encryption, Anonymisation or Pseudonymisation.

4.4.2 Special Categories of Data

Hornets RFC will only Process Special Categories of Data (also known as sensitive data) where the Data Subject expressly consents to such Processing or where one of the following conditions apply:

- The Processing relates to Personal Data which has already been made public by the Data Subject.
- The Processing is necessary for the establishment, exercise or defence of legal claims.
- The Processing is specifically authorised or required by law.
- The Processing is necessary to protect the vital interests of the Data Subject or of another natural person where the Data Subject is physically or legally incapable of giving consent.
- Further conditions, including limitations, based upon national law related to the Processing of genetic data, biometric data or data concerning health.

In any situation where Special Categories of Data are to be Processed, prior approval must be obtained from the ICO and the basis for the Processing clearly recorded with the Personal Data in question.

Where Special Categories of Data are being Processed, Hornets RFC will adopt additional protection measures. Each Hornets RFC Entity may also adopt additional measures to address local custom or social expectation over the Processing of Special Categories of Data.

4.4.3 Children's Data

Children are unable to Consent to the Processing of Personal Data for information society services. Consent must be sought from the person who holds parental or guardianship responsibility over the child. However, it should be noted that where Processing is lawful under other grounds, Consent need not be obtained from the child or the holder of parental responsibility.

Should any Hornets RFC Entity foresee a business need for obtaining parental consent for information society services offered directly to a child, guidance and approval must be obtained from the ICO before any Processing of a child's Personal Data may commence.

4.4.4 Data Quality

Hornets RFC and any Entities will adopt all necessary measures to ensure that the Personal Data it collects and Processes is complete and accurate in the first instance and is updated to reflect the current situation of the Data Subject.

The measures adopted by Hornets RFC to ensure data quality include:

- Correcting Personal Data known to be incorrect, inaccurate, incomplete, ambiguous, misleading or outdated, even if the Data Subject does not request rectification.
- Keeping Personal Data only for the period necessary to satisfy the permitted uses or applicable statutory retention period.
- The removal of Personal Data if in violation of any of the Data Protection principles or if the Personal Data is no longer required.
- Restriction, rather than deletion of Personal Data, insofar as:
 - a law prohibits erasure.
 - erasure would impair legitimate interests of the Data Subject.
 - the Data Subject disputes that their Personal Data is correct and it cannot be clearly ascertained whether their information is correct or incorrect.

4.4.5 Profiling & Automated Decision-Making

Hornets RFC will only engage in Profiling and automated decision-making where it is necessary to enter into, or to perform, a contract with the Data Subject or where it is authorised by law.

Where Hornets RFC and any Entities utilises Profiling and automated decision-making, this will be disclosed to the relevant Data Subjects. In such cases the Data Subject will be given the opportunity to:

- Express their point of view.
- Obtain an explanation for the automated decision.
- Review the logic used by the automated system.
- Supplement the automated system with additional data.
- Have a human carry out a review of the automated decision.
- Contest the automated decision.
- Object to the automated decision-making being carried out.

Hornets RFC and any Entity must also ensure that all Profiling and automated decision-making relating to a Data Subject is based on accurate data.

4.4.6 Digital Marketing

As a general rule Hornets RFC will not send promotional or direct marketing material to a Hornets RFC Contact through digital channels such as mail, mobile phones and email, without first obtaining their Consent.

Any Hornets RFC Entity wishing to carry out a digital marketing campaign without obtaining prior Consent from the Data Subject, must first apply to the Club DPO and have it approved by the Hornets RFC Committee.

Where Personal Data Processing is approved for digital marketing purposes, the Data Subject must be informed at the point of first contact that they have the right to object, at any stage, to having their data Processed for such purposes. If the Data Subject puts forward an objection, digital marketing related Processing of their Personal Data must cease immediately and their details should be kept on a suppression list with a record of their opt-out decision, rather than being completely deleted.

It should be noted that where digital marketing is carried out in a 'business to business' context, there is no legal requirement to obtain an indication of Consent to carry out digital marketing to individuals provided that they are given the opportunity to opt-out.

4.5 Data Retention

Hornets RFC maintains a securely accessed computer-based system for storage of Personal Data. Access to this system will be restricted to personnel authorised by the Club committee.

To ensure fair Processing, Personal Data will not be retained by Hornets RFC for longer than necessary in relation to the purposes for which it was originally collected, or for which it was further Processed.

As membership information is reviewed annually prior to the start of each season it is anticipated that any previous paper copies of Club Player and Member data will be destroyed by shredding or similar means. Such data will be transferred to soft copy format and held on the Club's securely encrypted computer prior to destruction of the paper copy.

Temporary Personal Data such as that supplied for Raffles, Christmas Draws and the like will normally be on paper. This paper-based information will be destroyed by shredding or similar on completion of its use. That data retained by the Data Subject will be deemed the responsibility of that person.

All Personal Data will be deleted or destroyed as soon as possible where it has been confirmed that there is no longer a need to retain it.

4.6 Data Protection

Hornets RFC and any Entity will be required to adopt physical, technical, and organisational measures to ensure the security of Personal Data. This includes the prevention of loss or damage, unauthorised alteration, access or Processing, and other risks to which it may be exposed by virtue of human action or the physical or natural environment.

A summary of the Personal Data related security measures adopted by Hornets RFC and any Entity is shown below:

- Prevent unauthorised persons from gaining access to data processing systems in which Personal Data are Processed.
- Prevent persons entitled to use a data processing system from accessing Personal Data beyond their needs and authorisations.
- Ensure that Personal Data in the course of electronic transmission during transport cannot be read, copied, modified or removed without authorisation.
- Ensure that access logs are in place to establish whether, and by whom, the Personal Data was entered into, modified on or removed from a data processing system.
- Ensure that in the case where Processing is carried out by a Data Processor, the data can be Processed only in accordance with the instructions of the Data Controller.
- Ensure that Personal Data is protected against undesired destruction or loss.
- Ensure that Personal Data collected for different purposes can and is Processed separately.
- Ensure that Personal Data is not kept longer than necessary.

Further to these measures, the following are to be considered when accessing and using Personal Data in any format:

- Physical access to Personal Data is restricted to appropriate personnel authorised by the Hornets RFC committee. Other personnel must not be allowed access either formally or informally without prior consent of the DPO & Hornets RFC committee.
- Personal data must not be shared informally. In particular, it should never be sent by standard email, as this form of communication is not secure.
- Data must be encrypted before being transferred electronically
- When working with personal data, computer monitor screens must always be locked when left unattended.

- Copies of personal data must not be saved to personal computers or held otherwise outside of the designated Club system.

4.7 Data Subject Requests

Hornets RFC will establish a system to enable and facilitate the exercise of Data Subject rights related to:

- Information access.
- Objection to Processing.
- Objection to automated decision-making and profiling.
- Restriction of Processing.
- Data portability.
- Data rectification.
- Data erasure.

If an individual makes a request relating to any of the rights listed above, Hornets RFC will consider each such request in accordance with all applicable Data Protection laws and regulations. No administration fee will be charged for considering and/or complying with such a request unless the request is deemed to be unnecessary or excessive in nature.

Data Subjects are entitled to obtain, based upon a request made in writing to the Data Protection Officer and upon successful verification of their identity, the following information about their own Personal Data:

- The purposes of the collection, Processing, use and storage of their Personal data.
- The source(s) of the Personal Data, if it was not obtained from the Data Subject;
- The categories of Personal Data stored for the Data Subject.
- The recipients or categories of recipients to whom the Personal Data has been or may be transmitted, along with the location of those recipients.
- The envisaged period of storage for the Personal Data or the rationale for determining the storage period.
- The use of any automated decision-making, including Profiling.
- The right of the Data subject to:
 - object to Processing of their Personal Data,
 - lodge a complaint with the Data Protection Authority,
 - request rectification or erasure of their Personal Data,
 - request restriction of Processing of their Personal Data.

All requests received for access to or rectification of Personal Data must be directed to the DPO, who will log each request as it is received. A response to each request will be provided within 30 days of the receipt of the written request from the Data Subject. Appropriate verification must confirm that the requestor is the Data Subject or their authorised legal representative. Data Subjects shall have the right to require Hornets RFC to correct or supplement erroneous, misleading, outdated, or incomplete Personal Data.

If Hornets RFC cannot respond fully to the request within 30 days, the Office of Data Protection shall nevertheless provide the following information to the Data Subject, or their authorised legal representative within the specified time:

- An acknowledgement of receipt of the request.
- Any information located to date.
- Details of any requested information or modifications which will not be provided to the Data Subject, the reason(s) for the refusal, and any procedures available for appealing the decision.
- An estimated date by which any remaining responses will be provided.
- An estimate of any costs to be paid by the Data Subject (e.g. where the request is excessive in nature).
- The name and contact information of the Hornets RFC individual who the Data Subject should contact for follow up.

It should be noted that situations may arise where providing the information requested by a Data Subject would disclose Personal Data about another individual. In such cases, information must be redacted or withheld as may be necessary or appropriate to protect that person's rights.

4.8 Law Enforcement Requests & Disclosures

In certain circumstances, it is permitted that Personal Data be shared without the knowledge or Consent of a Data Subject. This is the case where the disclosure of the Personal Data is necessary for any of the following purposes:

- The prevention or detection of crime.

- The apprehension or prosecution of offenders.
- The assessment or collection of a tax or duty.
- By the order of a court or by any rule of law.

If a Hornets RFC Entity Processes Personal Data for one of these purposes, then it may apply an exception to the Processing rules outlined in this policy but only to the extent that not doing so would be likely to prejudice the case in question.

If Hornets RFC receives a request from a court or any regulatory or law enforcement authority for information relating to a Hornets RFC Contact, the DPO must immediately be notified and who will provide guidance and assistance.

4.9 Data Protection Training

All Hornets RFC Employees and Officials that have access to Personal Data will have their responsibilities under this policy outlined to them as part of their staff induction training. Appropriate Data Protection training and procedural guidance for Hornets RFC staff will be provided.

Such training and procedural guidance may include the following elements:

- The Data Protection Principles set forth in Section 4.2 above.
- Each Employee's duty to use and permit the use of Personal Data only by authorised persons and for authorised purposes.
- The need for, and proper use of, the forms and procedures adopted to implement this policy.
- The correct use of passwords, security tokens and other access mechanisms.
- The importance of limiting access to Personal Data, such as by using password protected screen savers and logging out when systems are not being attended by an authorised person.
- Securely storing manual files, print outs and electronic storage media.
- The need to obtain appropriate authorisation and utilise appropriate safeguards for all transfers of Personal Data outside of the internal network and physical office premises.
- Proper disposal of Personal Data by using secure shredding facilities.
- Any special risks associated with particular departmental activities or duties.

4.10 Data Transfers

Hornets RFC Entities may transfer Personal Data to internal or Third Party recipients. Hornets RFC Entities may only transfer Personal Data where one of the transfer scenarios list below applies:

- The Data Subject has given Consent to the proposed transfer.
- The transfer is necessary for the performance of a contract with the Data Subject.
- The transfer is necessary for the implementation of pre-contractual measures taken in response to the Data Subject's request.
- The transfer is necessary for the conclusion or performance of a contract concluded with a Third Party in the interest of the Data Subject.
- The transfer is legally required on important public interest grounds.
- The transfer is necessary for the establishment, exercise or defence of legal claims.
- The transfer is necessary in order to protect the vital interests of the Data Subject.

4.10.1 Transfers between Hornets RFC and Third Parties

In order for Hornets RFC to carry out its operations effectively, there may be occasions when it is necessary to transfer Personal Data from the Club to Third Parties, such as the RFU and Somerset RFU. Should this occur, Hornets RFC remains responsible for ensuring protection for that Personal Data.

Hornets RFC will only transfer Personal Data to, or allow access by Third Parties, when it is assured that the information will be Processed legitimately and protected appropriately by the recipient. Where Third Party Processing takes place, Hornets RFC will first identify if, under applicable law, the Third Party is considered a Data Controller or a Data Processor of the Personal Data being transferred.

Where the Third Party is deemed to be a Data Controller, Hornets RFC will clarify each party's responsibilities in respect to the Personal Data transferred.

Where the Third Party is deemed to be a Data Processor, Hornets RFC will enter into an adequate Processing agreement with the Data Processor. The agreement must require the Data Processor to protect the Personal Data from further disclosure and to only Process Personal Data in compliance with Hornets RFC instructions. In addition, the agreement will require the Data Processor to implement appropriate technical and organisational measures to protect the Personal Data as well as procedures for providing notification of Personal Data Breaches.

When Hornets RFC is outsourcing services to a Third Party (including Cloud Computing services where appropriate), they will identify whether the Third Party will Process Personal Data on its behalf and whether the outsourcing will entail any transfers of Personal Data. In either case, it will make sure to include adequate provisions in the outsourcing agreement for such Processing and transfers.

The DPO shall conduct regular audits of Processing of Personal Data performed by Third Parties, especially in respect of technical and organisational measures they have in place. Any major deficiencies identified will be reported to and monitored by the Hornets RFC committee.

4.11 Complaints Handling

Data Subjects with a complaint about the Processing of their Personal Data, should put forward the matter in writing to the DPO. An investigation of the complaint will be carried out to the extent that is appropriate based on the merits of the specific case. The DPO will inform the Data Subject of the progress and the outcome of the complaint within a reasonable period. If the issue cannot be resolved through consultation between the Data Subject and Hornets RFC, then the Data Subject may, at their option, seek redress through mediation, binding arbitration, litigation, or via complaint to the OIC within the applicable jurisdiction.

4.12 Breach Reporting

Any individual who suspects that a Personal Data Breach has occurred due to the theft or exposure of Personal Data must immediately notify the DPO providing a description of what occurred.

The DPO will investigate all reported incidents to confirm whether or not a Personal Data Breach has occurred. If a Personal Data Breach is confirmed, Hornets RFC will follow the relevant authorised procedure from the OIC based on the criticality and quantity of the Personal Data involved. For severe Personal Data Breaches, the DPO and Hornets RFC Committee will initiate and chair an emergency response team to coordinate and manage the Personal Data Breach response.

5. Policy Maintenance

All inquiries about this policy, including requests for exceptions or changes should be directed to the DPO.

5.1 Publication

This policy is available to all Hornets RFC Members, Employees and other interested parties through the Hornets RFC website and in hard copy within the Clubhouse.

5.2 Effective Date

This policy is effective as of 25 May 2018.

5.3 Revisions

The DPO is responsible for the maintenance and accuracy of this policy. Notice of significant revisions shall be provided by Hornets RFC via an update of the Club web site and notifications on the Club notice board.