

INFORMATION

SHARING POLICY

(GDPR)

**Introduction**

The General Data Protection Regulation (GDPR) of 2016 came into effective from 25 May 2018 and completely replaces all previous Data Protection (DP) laws. Its purpose is to protect the ‘rights and freedoms’ of living individuals and to ensure that personal data is not processed without their knowledge and is processed with their consent.

Management is responsible for all day-to-day data protection matters and will be responsible for ensuring that all members of staff and relevant individuals abide by this policy, and for developing and encouraging good information handling within the Croydon Boxing Academy

**Aim**

The aim of this policy is to support and facilitate effective and lawful sharing of information between the Croydon Boxing Academy, our service users and the local authorities.

The policy’s objectives are to:

* Protect the personal data interests of individuals and other key stakeholders by the use of appropriate procedures and controls;
* Provide the supporting framework for achieving and maintaining compliance;
* Ensure the Croydon Boxing Academy meets applicable statutory, regulatory, contractual and/or professional duties.

Effective sharing of information across organisational and professional boundaries plays a crucial role in providing efficient services to our service users.

Sharing information about individuals between public authorities is often essential when it is needed to keep people safe or ensure they get the best services. This sharing must only happen when it is legal and necessary to do so and adequate safeguards are in place to protect the security of the information.

**Data Protection Principles:**

We are committed to ensuring that we comply with the six data protection principles and the other requirements of GDPR, as follows:

* Personal data must be processed lawfully, fairly and transparently.
* Personal data can only be collected for specified, explicit and legitimate purposes.
* Personal data must be adequate, relevant and limited to the purpose for which the data is processed.
* Personal data must be accurate and kept up to date.
* Personal data must be kept in a form such that the data subject can be identified only as long as is necessary for the processing purposes.
* Personal data must be processed in a manner that ensures the appropriate security.

# Definitions

The definitions are as defined in the GDPR

Data Controller - A controller determines the purposes and means of processing personal data and needs to ensure that, where a processor is used, a legally binding contract is in place. ‘Controller’ means the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data.

Data Processor -A processor is responsible for processing personal data on behalf of a controller and they are required to maintain records of personal data and processing activities. They will have legal liability if they are responsible for a breach. ‘Processor’ means a natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller;

Joint Controllers - Joint Controllers are required where both parties need to make decisions about the processing; this needs to be clearly understood and agreed in an appropriate contract/agreement. Where two or more controllers jointly determine the purposes and means of processing, they shall be joint controllers. They shall in a transparent manner determine their respective responsibilities for compliance with the obligations under this Regulation, in particular as regards the exercising of the rights of the data subject and their respective duties to provide the information referred to in Articles 13 and 14, by means of an arrangement between them.

**Policy**

Croydon Boxing Academy is a Data Controller: It makes decisions about how and why data is processed and is accountable for ensuring compliance with relevant legislation. As a Data Controller, the organisation processes much of its own data and does not usually require a data processor or data sharing agreements where processing remains in house.

Croydon Boxing Academy may also act as a Data Processor. Where this is in place the Data Controller is responsible for defining each party’s responsibilities and liabilities. Staff must ensure before signing these agreements that Croydon Boxing Academy can meet all of the requirements and that the organisation is only accepting the appropriate level of liability.

**Personal Data**

In most circumstances, it will be reasonably straightforward to determine whether the information is personal data and therefore regulated by the GDPR.

Personal data means any information from which a living individual is identified or is identifiable.

Special Category Data means personal data that includes the following:

* Racial or ethnic origin
* Political opinions
* Religious beliefs or other beliefs of a similar nature
* Member of a trade union
* Physical or mental health or condition
* Genetics
* Biometrics (when used for ID purposes)
* Sexual life or orientation

In order for the Croydon Boxing Academy to provide effective services, it is often necessary for personal information to be shared between different parts of the organisation. In these circumstances the information sharing will need to be justified in accordance with data protection principles and recorded in compliance with this policy.

The Croydon Boxing Academy must ensure that personal data is not disclosed to unauthorised third parties. This includes family members, friends, government bodies and in certain circumstances the police. All employees should exercise caution when asked to disclose personal data held on an individual to a third-party. It is important to bear in mind whether or not disclosure of the information is relevant to, and necessary for, the conduct of the Croydon Boxing Academy.

We have certain Information Sharing Agreements in place, e.g. with the police, councils and other agencies using set sharing protocols.

**Data Processing:**

Data subjects have the following rights regarding data processing and the data that is recorded about them:

* To make subject access requests regarding the nature of information held and to whom it has been disclosed.
* To prevent processing for purposes of direct marketing;
* To be informed about the mechanics of automated decision-taking processes that will significantly affect them;
* Not to have significant decisions that will affect them taken solely by automated processes;
* To sue for compensation if they suffer damage by any contravention of DP law;
* To request the ICO to assess whether DP law has been contravened;
* To have personal data provided to them in a structured, commonly used and machine-readable format, and the right, in certain circumstances, to have that data
* Transmitted to another controller;
* To object to any automated profiling that is occurring without consent;
* To take action to rectify, block, erase or destroy inaccurate data;
* In certain circumstances, to be forgotten.

The Croydon Boxing Academy will only collect and process personal data if one of the conditions set out below has been satisfied:

* The express consent of the service user or employee is obtained prior to the processing of personal data. Consent must be freely given; it must also be specific and informed. It must be given by an unambiguous statement or by clear affirmative action signifying the data subject’s agreement to the processing.
* Processing is necessary for the performance of a contract to which the service user or employee is party or in order to take steps at the request of the tenant or employee prior to entering the contract;
* Processing is necessary for compliance with a legal obligation to which the Croydon Boxing Academy is subject;
* Processing is necessary in order to protect the vital interests of the service user or employee or of another natural person;
* Processing is necessary for the purposes of the legitimate interests pursued by the Croydon Boxing Academy by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the service user or employee which require protection of personal data, in particular where the data subject is a child.

**How we store your information**

The completed paper copies of membership forms and other associated documentation are kept in locked storage facilities within a secure location. Electronic information is stored on our secure cloud one drive.

We keep records of names, addresses and contact details, which are securely destroyed when any information is no longer, required. This applies to both paper and electronic based information.

Personal data is restricted and only authorised members of staff have access to full personal data.

**How we get the information and why we have it**

The personal information we ask from you is processed for the purposes of ensuring that we risk assess and safeguard each service user in readiness and during our sessions.  We know that we may need to tailor our sessions to meet the needs of our service users.

We also process data for the purposes of:

* getting in touch with emergency contacts if required
* carrying out surveys to improve a better user experience
* internal research, funding and development purposes
* legal obligations
* meeting internal audit requirements

**Disclosure of Data**

Exemptions

DP legislation permits certain disclosures without consent so long as the information is requested for one or more of the following purposes:

* To safeguard national security;
* Prevention or detection of crime including the apprehension or prosecution of offenders;
* assessment or collection of tax duty;
* Discharge of regulatory functions (including health, safety and welfare of persons at work);
* To prevent serious harm to a third party;
* To protect the vital interests of the individual, e.g. emergency medical situations.

All requests to provide data for one of these reasons must be supported by appropriate paperwork to justify the decision and all such disclosures must be specifically authorised by the DPO.

**Safeguarding of Information**

The Croydon Boxing Academy actively works to safeguard young people and vulnerable adults from harm. Croydon Boxing Academy has a duty to tell Social Services where an individual’s safety is at risk and share information with them, whether reported directly or indirectly to staff.

The types of information that may be shared include names, contact details, information about a person’s physical or mental health and relations with others.

The Croydon Boxing Academy has detailed procedures that cover the reporting of this information which follow various local safeguarding information sharing protocols. We expect our staff to immediately report any concerns to the safeguarding lead who will report the information in accordance with the Safeguarding policy.

**Subject Access Rights**

Individuals have a right to access any personal data relating to them, which are held by the Croydon Boxing Academy. Any individual wishing to exercise this right should apply in writing to our administrative team.

Under GDPR, your rights include:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal data in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [croydonboxingacademy@hotmail.co.uk](mailto:croydonboxingacademy@hotmail.co.uk) if you wish to make a request.

**Data Breaches**

We take any data breaches very serious and we will take the necessary actions in the event of a breach:

1. To notify the ICO immediately (72 hours allowed) via the ICO website.
2. To notify the local authority in question immediately by phone then email of the breach.
3. To re-enforce all GDPR processes immediately to ensure processes are secure and no further breach.
4. To conduct a comprehensive investigation to establish why the breach took place. The appropriate actions would be put in place (may include a change in processes and/or disciplinary action). This will be evidenced in an improvement plan.

**Issues and Complaints**

We try to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our practice.

This policy does not provide exhaustive detail of all aspects of our collection and use of personal information. However, we are happy to provide any additional information or explanation needed.

If you want to make a complaint about the way we have processed your personal

information, you can contact the Information Commissioner’s Office in their capacity as

the statutory body which oversees data protection law [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns).

**Updates to this Notice**

This notice may be updated periodically to reflect any necessary changes in our privacy practices.