

What is GDPR?

It stands for **General Data Protection Regulation**. It is the legal duty to demonstrate that we collect, store, retain, process and transmit **personal data** responsibly and securely. Applies to all employees, consultants and also customers/ supplier's data.

What is Personal Data (PD)?

Any data that can be identified as belonging to an individual or individuals.

Such as: Date of birth and age, address, contact details, salary, nationality, work performance, absence, includes Special Category Data.

Found internally in Shankill TC:

Employment contracts and offer letters, performance meeting notes, salary letters, CV, target assessments, employment references.

With customers/suppliers/ consultant data:

Consultant contract of a named individual
Various systems' contact details (this may be personal data)

What is Special Category Data (SCD)?

This is highly sensitive personal data which must, if obtained, be kept confidential at all times with extra controls.

Such as: Health information of an individual (mental or physical), racial or ethnic origin, sexual orientation, religious beliefs, criminal convictions or proceedings, membership of a trade union, biometric or genetic data, political opinion.

Found internally in Shankill TC :Passports, sick/ medical notes or occupational health reports, sickness absence records, personal information forms, maternity leave information, dependents data, especially children.

With customers/ suppliers/ consultant data:

This would be unusual but may exist if there has been a criminal or reference check.

What is a Data Breach?

A security incident in which sensitive, protected or confidential data is copied, transmitted, viewed, stolen or used by an individual unauthorised to do so. **It is important to report this because:**

1. The individual has a right to be informed that their data has been breached.
2. We must record all data breaches in a Data Breach Log and take action to reduce the likelihood of a repeat breach.
3. The appropriate local authority must be informed of Serious High-Risk Data Breaches within 48 hours.

What is a Data Protection Impact Assessment?

This is a risk assessment process to help the Club identify and minimise the data protection risks of a project.

We should assess new work (or work changes) that may result in processing of special category data or processing that is likely to result in high risk to individuals.

Any new categories of data (& the legal basis of processing) needs to be recorded in the GDPR Data Log.

Good Personal Data (PD) Practice

- o Use Encrypt to send emails containing PD or SCD (lock logo at the bottom of emails).
- o Report suspected data breaches as they happen.
- o Securely lock away physical files containing personal data
e.g. employment files, salaries, 1-1 meeting notes.
- o Only print personal data when necessary
- o Forward employee records (using encrypt) for central storage and shred the original.
 - o Regularly review your mailboxes and desktop to remove files containing personal data you no longer need.
- o When you send out emails to an external group use Bcc, so it does not reveal other people's email addresses.

Bad Personal Data (PD) Practice

- o Saving PD or SCD documents on a shared drive.
- o Leaving appraisals on your desk or on the printer.
- o Keeping HR documents in your desk for months.
- o Throwing PD documents in the bin without shredding.
- o Saving CV's and forgetting to delete them after 6 months.
- o Sending Personal Data to the wrong person, and not informing the Data Advisor.
- o You open a phishing email and do not report it.
- o You download data to a memory stick (and could lose it).
- o You have incorrect access to personal data files and you do not report it.

Subject Access Requests

(a request for your *Personal Data held by us*) should be sent to secretary@shankilltennisclub.ie, as soon as possible. We will endeavour to respond to the request within 30 calendar days.

Who do I contact if I have a query or a Personal Data

issue? In the first instance, the Secretary of the Club who acts as Data Protection Adviser.

Further Sources of Information: GDPR Policy available on the Club's website.