

## Regulation 6

### DATA PROTECTION

#### *Sponsor Management Committee*

0601 The Data Protection Act requires that the Union informs Member Clubs, Associates and Committee members of the uses it makes of the personal data which they provide to the Union. The Union's Data Protection Statement is as follows:

*"The Hampshire Rugby Football Union Limited considers that protecting the personal information it holds to be very important and recognises that those who provide such information have an interest in how the Union collects, uses and shares such information."*

0602 The Union's principles in respect of processing personal information are:

- 1 To comply with its obligations under the Data Protection Act 1998 and any other relevant legislation.
- 2 To make public by means of promulgation in the Handbook and Website only information agreed by Clubs and Committee members.
- 3 To keep Associates' personal information in strict confidence.
- 4 To obtain personal information lawfully and fairly.
- 5 Not to disclose personal information held on Associates without the permission of the individual concerned.
- 6 To maintain appropriate procedures to ensure personal information is accurate and up to date.
- 7 Where the Union needs to have certain services, such as payroll, provided by third party providers, it does so in accordance with the applicable law and takes all reasonable precautions regarding the practices employed by the service provider to protect personal information.
- 8 To maintain appropriate technical and organisational safeguards to protect personal information against loss, theft, unauthorised access, disclosure, copying, use or modification.
- 9 Not to sell personal information.

0603 The Union may make use of information given to it to process and administer membership including member services, research and statistical analysis.

0604 The Union will provide a copy of the information held in return for the payment of a fee of £10 including VAT.

0605 Every member of every one of the Union's Committees and every office-holder in the Union is required to exercise absolute discretion and to protect at all times any personal information held in any form whatsoever and to take every precaution to prevent such information falling into the wrong hands.