

# **RAL Recreational Society**

## **Data Security information for RecSoc Members and Volunteers**

**Everyone is responsible for protecting our member's data!**

**So remember at all times:**

- **Confidentiality:** Don't allow information to be seen by anyone who does not have the right.
- **Integrity:** Make sure that the information is accurate and complete
- **Availability:** Make sure that the information is available only to those entitled to see it in order to conduct RecSoc business.
- **Relevance:** Ensure that the information is actually required and held only for as long as it is needed.

### **Definition of Personal Data**

**Personal Data (also known as personal information) is defined by the following:**

**Personal data includes any information relating to an identified or identifiable natural person - put simply, this includes data which either by itself or with other data held by, or available to RecSoc, that can be used to identify you.**

- Personal data also includes special or sensitive categories of personal data.
- Personal data may include but is not limited to the following:
  - Full name, date of birth, CSSC number, postal address, email address, employer/business, professional information, job titles, next of kin and dietary requirement or national, regional, or area conference, telephone numbers
  - Bank and card details
  - Any other personal data which is voluntarily provided to RAL RecSoc from time to time

### **RAL RecSoc's GDPR / Data Principles**

**As part of RAL RecSoc, all Committee Members, Club Reps and Volunteers are expected to adhere to the RecSoc's Data Principles:**

1. We will process all personal data fairly and lawfully.
2. We will only process personal data for specified and lawful purposes.
3. We will endeavor to hold relevant and accurate personal data, and where practical we will keep it up to date.
4. We will not keep personal data for longer than is necessary.
5. We will keep all personal data secure.
6. We will require all third parties processing personal data on our behalf, to confirm they have adequate precautions in place to keep it protected.
7. We will endeavor to ensure that personal data is not transferred to countries outside of the European Economic Area (EEA) without adequate protection.

## RecSoc Volunteer Guidance – Holding / Collecting Data

**Volunteers must focus on the following questions when managing the data they hold:**

- Why do you need the data?
- What data do you need?
- When is it required?
- How long do you need to keep the data?
- How will the data be destroyed?
- Where is it stored?
- Who has access to the data?
- How is it accessed?
- How is it obtained?

## How to Protect the Data You Are Handling

### **Do**

- **Ensure that IT equipment is up to date with security software (Anti-virus, Malware, OS Security Updates)**
- **Password protect all sensitive files**
- **Keep desktops and laptops locked when not in use. Laptops should be encrypted.**
- **When traveling take care not to leave IT equipment, or paperwork with personal records contained within, unattended**
- **Conduct regular clean ups – securely remove and destroy electronic or paper records. Hard drives on personal IT equipment which may have contained sensitive data should be securely disposed of in line with STFC hard drive disposals.**

### **Don't**

- **Disclose your password (s) to anyone else**
- **Collect, store, process or distribute member's data without special care or authority.**

### **Revisions**

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