



CAMDER FC C.I.C
Address
Alvaston Park, Derby DE248QQ

Website: www.camderfc.co.uk
Email: info@camderfc.co.uk



Data Protection & Privacy Policy

Company Number: 15065500

1. Policy Statement

CAMDER FC C.I.C. is committed to protecting the personal data of all members, volunteers, staff, and participants in compliance with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**. We handle personal data responsibly, securely, and transparently, ensuring it is used only for legitimate purposes related to the organisation's activities.

2. Purpose

The purpose of this policy is to:

- Ensure that personal data is collected, stored, and processed lawfully and securely.
- Protect the rights of members and stakeholders regarding their personal data.
- Provide guidance on data handling, storage, sharing, and disposal.

3. Scope

This policy applies to all personal data held by CAMDER FC C.I.C., including information about members, volunteers, event participants, suppliers, and partners. It covers electronic and paper-based records, databases, email communications, and any other storage system.

4. Principles of Data Protection

CAMDER FC C.I.C. adheres to the following principles:

- Personal data will be processed lawfully, fairly, and transparently.
- Data will be collected for specified, legitimate purposes only.
- Only necessary data will be collected, and it will be accurate and up-to-date.
- Data will be kept securely and protected against unauthorised or unlawful processing, loss, or damage.
- Personal data will not be retained longer than necessary and will be disposed of securely.

5. Roles and Responsibilities

The President (Emmanuel Muzang) has overall responsibility for data protection compliance.

The Secretary General (Mickel Fonsah) manages day-to-day data processing, maintains



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secure records, and oversees GDPR compliance.

All members, volunteers, and staff are required to handle personal data responsibly and report any breaches or concerns immediately.

6. Data Subject Rights

Individuals whose data is held by CAMDER FC C.I.C. have the right to:

- Access their personal data.
- Request correction of inaccurate information.
- Request deletion of personal data where legally permitted.
- Restrict or object to processing.
- Request the transfer of their data in a portable format.

Requests can be made in writing to info@camderfc.co.uk, and CAMDER FC will respond within 30 days in compliance with legal requirements.

7. Data Security

- Personal data is stored securely on password-protected devices and locked filing systems.
- Access is restricted to authorised personnel only.
- Regular reviews and audits are conducted to ensure security and compliance.

8. Data Breaches

Any suspected or confirmed data breach must be reported immediately to the President. Appropriate action will be taken, and where required, regulatory authorities and affected individuals will be notified.

9. Review

This policy will be reviewed annually or following changes in legislation or organisational processes to ensure continued compliance and best practice.

Approved by:

Emmanuel Muzang

President, CAMDER FC C.I.C.

Date: 04/03/2025

Signature: _____